



Personnel

CASUALTY SERVICES

This instruction implements Air Force Policy Directive (AFPD) 36-30 and Department of Defense Instruction (DoDI) 1300.18. It describes procedures for the Casualty Services Program for all levels of command and all Air Force organizations.

This instruction requires the collection and maintenance of information protected by the Privacy Act of 1974 authorized by Title 10 United States Code (U.S.C.), Sections 1475 through 1480, 2771, and 8013 and 37 U.S.C., Sections 551 through 556. System of Records Notice F030 AF MP C, *Casualty Files*, applies. Process supplements that affect any military personnel function as shown in Air Force Instruction (AFI) 37-160, volume 1, table 3.2, *The Air Force Publications and Forms Management Programs--Developing and Processing Publications* (formerly Air Force Regulation (AFR) 5-8). Refer to attachment 1 for glossary of references, abbreviations, acronyms, terms and addresses.

SUMMARY OF CHANGES

This is the first publication of AFI 36-3002, substantially revising AFRs 30-25, 31 May 1991, and 35-38, 1 December 1989. This AFI:

- Redefines MAJCOM-level and comparable-level responsibilities and installation commander responsibilities.
- Eliminates base responsibility for telegram notification.
- Eliminates telegram notification for Very Seriously Ill or Injured (VSI) and Seriously Ill or Injured (SI) members.
- Revises casualty terms and definitions.
- Adds a new casualty notification checklist.
- Adds new benefits information.
- Adds VA Forms 21-534 and 21-535.

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Chapter 1

THE AIR FORCE CASUALTY SERVICES PROGRAM

Section A -- General Information

1.1. Overview.

1.1.1. Dealing with casualties is an important function of command. All commanders must give the Casualty Services Program their personal attention.

1.1.2. Prompt reporting, dignified and humane notification, and efficient, thorough, and compassionate assistance to the next of kin (NOK) are the program's primary goals.

1.1.3. This instruction outlines Air Force obligations to members and families of the Active Air Force, Air National Guard (ANG), United States Air Force Reserve (USAFR), and to Air Force retirees and their families.

1.1.4. Procedures in chapters 2 through 5 apply to the Active Air Force, duty status ANG and USAFR members, and retired members receiving or eligible to receive retired pay.

1.1.5. The Casualty Assistance Representative (CAR) provides limited casualty services to members of sister Services, certain foreign nationals, and certain civilians as indicated in table 1.1. and table 1.2.

1.1.6. Chapter 6 describes casualty reporting, notification, and assistance procedures for nonduty status ANG and USAFR members and retired USAFR members not eligible for retirement pay.

1.1.7. See AFI 36-809, *Survivor Assistance* (formerly AFR 40-717) for notification and assistance procedures for Department of the Air Force (DAF) and Department of Defense (DoD) civilian employees.

1.2. Program Objectives:

- To closely track all casualty reports and notifications in accordance with procedures set by HQ AFMPC/DPMCAC.

- The CAR reports casualties and provides compassionate assistance to the NOK until they settle all claims and personal affairs.
- To eliminate delays in providing benefits to the NOK.

1.3. Responsibilities.

1.3.1. HQ AFMPC/DPMC:

1.3.1.1. Administers policies on deceased, missing, duty status-whereabouts unknown (DUSTWUN), and very seriously ill or injured personnel.

1.3.1.2. Administers the worldwide personal notification program.

1.3.1.3. Monitors the casualty assistance program.

1.3.2. HQ AFMPC/DPMCAC refers ANG and USAFR units without a Military Personnel Flight (MPF) to the nearest active Air Force installation for help in carrying out their casualty service responsibilities.

1.3.3. The Major Command (MAJCOM) or comparable command level:

1.3.3.1. Establishes reporting procedures, including:

- Chains of command.
- What to do when reporting becomes impossible because of an attack on an installation or any other circumstance.

1.3.3.2. Assigns responsibility for casualty services at its level and informs HQ AFMPC/DPMCAC on AF Form 1075, **Personal Affairs/GSU Personnel Roster**. **NOTE:** Resubmit AF Form 1075 (original and one copy) if a change occurs.

1.3.3.3. Each month the National Guard Bureau (ANGRC/DPAR) sends HQ AFMPC/DPMCAC a roster of contacts. Also, each state headquarters keeps a roster of unit designated casualty representatives. The roster includes home phone, DSN duty phone, names of the states'

adjutants general, assistant adjutants general, and executive support staff officers to be notified, in the event of an ANG casualty.

1.3.4. The Installation Commander:

1.3.4.1. Has base agencies contact the MPF Chief and CAR for help in obtaining all information and documents needed to report casualties (see table 5.2).

1.3.4.2. Tells the NOK all known circumstances surrounding the service member's death and advises them of their right to request copies of relevant documents (see paragraph 5.3.5.6.).

1.3.4.3. Determines the member's casualty status and tells the NOK.

1.3.4.4. Relieves personnel (including ANG and USAFR personnel) performing casualty standby duties of all additional duties or details.

1.3.5. The MPF Chief:

1.3.5.1. Gives the Casualty Assistance Representative (CAR) a private office for counseling the NOK.

1.3.5.2. Appoints the Casualty Augmentation Support Team (CAST) in writing.

1.3.5.3. For situations involving multiple casualties:

- Has the CAST help the CAR, as necessary.
- Requests temporary duty (TDY) assistance from other MPFs for casualty reporting and other duties as necessary.
- Determines if the CAST must submit abbreviated casualty reports when the MPF cannot establish telephone contact with HQ AFMPC/DPMCAC.

1.3.6. The Chief of the MPF Customer Support element:

1.3.6.1. Ensures that the CAR acts in accordance with AFI 36-2622, *Base Level Military Personnel System* (formerly AFM 30-130, volume 1).

1.3.6.2. Prepares written instructions to supplement this AFI (without duplication), outlining the responsibilities of:

- The security police.
- The base's telecommunications center and telephone operators.
- Hospital personnel.
- Installation command post.
- Unit commanders.
- Installation chaplains.
- The mortuary officer.
- The public affairs office.
- The transportation officer.
- The disaster preparedness office.

1.3.6.3. Addresses these situations in the supplemental instructions:

- Promptly reporting casualties.
- Notifying the NOK.
- Providing assistance to the NOK.
- Handling calls or requests from the NOK and from government agencies.
- Handling calls from the general public and the news media (refer to the base public affairs office).

- Reporting casualties from assigned or attached units occurring on or near the installation during both duty and off-duty hours.
- Reaching the CAR or on-call MPF representatives during off-duty hours.
- Obtaining information from hospitals (military and civilian) during duty and off-duty hours on personnel classified as:
 - Very Seriously Ill or Injured (VSI).
 - Seriously Ill or Injured (SI).
 - Incapacitating Illness or Injury (III).
 - Responding to situations involving multiple casualties.

1.3.6.4. Has the MPF Chief or the Mission Support Squadron Commander sign a transmittal memorandum, and sends the instructions through channels to HQ AFMPC/DPMCAC, 550 C St Ste 14, Randolph AFB TX 78150-4716 for approval in accordance with AFI 37-160, volume 1 (formerly AFR 5-13). **EXCEPTIONS:** For the ANG and USAFR units, see paragraph 1.3.7.2.

1.3.6.5. Sends AF Form 1075, listing MPF personnel responsible for casualty reporting, notification, and assistance and casualty standby duties, to these offices. Resubmits the form if any changes occur.

- HQ AFMPC/DPMCAC (original and three copies).
- HQ DFAS-DE/FJSCA, 6760 E Irvington Pl, Denver CO 80279-5000 (one copy).

1.3.6.6. Sends an AF Form 1075 to HQ AFMPC/DPMCAC (original and one copy) listing all officers (captain and above) assigned casualty services duties at serviced GSUs outside a 50-mile radius. Resubmits the form if any changes occur.

1.3.6.7. Trains, with help from the CAR, all casualty services personnel at serviced GSUs, Personnel Support for Contingency Operations (PERSCO) personnel, and CAST personnel, using this AFI, the base instructions, and sample messages and letters for reporting casualties and notifying NOK (see attachments 2 through 5 and 10 through 14 and 17 through 19).

1.3.6.8. Gives mortuary personnel this casualty information on request:

- Date and place of birth.
- Home of record.
- Race and religion.
- Total Active Federal Military Service Date (TAFMSD).
- Awards, decorations, and badges.

1.3.6.9. When a member's dependent dies, advises the member of the opportunity to apply for a humanitarian reassignment (see AFI 36-2110, *Assignments* [formerly AFRs 36-10 and 39-11]).

1.3.6.10. Discusses humanitarian reassignments with the member discreetly and at an appropriate time and place.

1.3.6.11. When an incident involves multiple casualties:

- Recalls the CAST on orders from the MPF Chief, and establishes immediate telephone contact with HQ AFMPC/DPMCAC if possible.
- Coordinates with military and civilian organizations, including hospitals, to expedite the flow of information for casualty reporting.
- Advises the on-scene commander on conclusive evidence of death (see paragraph 2.7) if recovery and positive identification of remains are delayed or impossible.

1.3.7. ANG and USAFR MPFs (or designated representatives):

1.3.7.1. Help ANG or USAFR unit commanders, including GSUs, prepare written instructions to supplement this AFI (without duplication) for ANG, USAFR, or active duty casualties.

1.3.7.2. Have the MPF Chief or the Mission Support Squadron Commander sign a transmittal memorandum, and send the instructions to the appropriate office:

- For the ANG, send the instructions through the state adjutant general and ANGRC/DPAR, 3500 Fetchet Ave, Andrews AFB, MD 20331-5157 to HQ AFMPC/DPMCAC for review and approval.
- For the USAFR, send the instructions through HQ AFRES/DPARP to HQ AFMPC/DPMCAC for review and approval in accordance with AFI 37-160.

1.3.7.3. Send AF Form 1075, listing MPF personnel qualified for casualty reporting, notification, and assistance and casualty standby duties to these offices. Resubmit the form if any changes occur.

- HQ AFMPC/DPMCAC (original and two copies).
- HQ DFAS-DE/FJSCA, 6760 E Irvington Pl, Denver CO 80279-5000 (one copy).
- For ANG MPFs, ANGRC/DPAR, 3500 Fetchet Ave, Andrews AFB MD 20331-5157.

1.3.8. The Chief of the Personnel Support for Contingency Operations (PERSCO) Team:

1.3.8.1. Trains team members on all aspects of casualty reporting.

1.3.8.2. Establishes procedures for:

- Communicating with the field.
- Transmitting casualty reports from the field.
- Working with hospitals.

1.3.9. Individual members must support the Air Force Casualty Services Program.

1.3.9.1. DoDI 1300.18 requires any person serving in a DoD component to participate in the casualty notification program.

1.3.9.2. Any officer, including some noncommissioned officers (master sergeant through chief master sergeant), may act as the personal representative of the Air Force Chief of Staff, if assigned, to notify NOK.

1.3.9.3. Enlisted members may notify the NOK of a VSI, SI, or III member, if assigned.

1.3.9.4. Perform this duty with dignity, compassion, and consideration for the NOK.

1.4. Required Casualty Services. See tables 1.1 and 1.2 for categories of casualty services. The Air Force requires these actions for all casualties:

1.4.1. The CAR:

1.4.1.1. Reports the status of the casualty to HQ AFMPC/DPMCAC and other agencies concerned (such as, Air Force Mortuary, Armed Forces Institute of Pathology {AFIP}, DFAS-DE, and so forth).

1.4.1.2. Helps the NOK or other eligible beneficiaries of a deceased member to claim all government benefits to which they are entitled.

1.4.1.3. Provides for the welfare of the NOK of a DUSTWUN or missing member.

1.4.1.4. Helps the NOK of a VSI, SI, or III member.

1.4.2. Unit commanders (or designated representatives) notify the NOK or other concerned persons of:

- A member's casualty status.
- Search efforts for a DUSTWUN or missing member.
- Medical progress on a VSI, SI, or III member.

Section B--Administrative Requirements

1.5. Releasing Casualty Information.

1.5.1. **Other Instructions.** AFI 35-206, *Air Force Media Relations* (formerly AFR 190-1), 37-131, *Air Force Freedom of Information Act Program* (formerly AFR 4-33), and 37-132, *Air Force Privacy Act Program* (formerly AFR 12-35) apply to releasing information on Air Force casualties.

1.5.2. **Adverse Effects.** Releasing casualty information must not adversely affect the member, the NOK, the Air Force, or public morale.

1.5.3. **Peacetime Casualties (including casualties from terrorist acts).**

1.5.3.1. After the CAR confirms the NOK are notified, the MPF Chief releases casualty information to the installation public affairs office.

1.5.3.2. The public affairs office sends information on casualties due to terrorist acts through channels to the Office of the Assistant Secretary of Defense, Public Affairs (OASD/PA) for initial public release.

1.5.3.3. The Public Affairs Office provides the names of casualties during peacetime to local media for initial release.

1.5.4. **Wartime Casualties.**

1.5.4.1. When the United States is involved in hostilities, HQ AFMPC/DPMC releases casualty information to AFMPC Public Affairs (HQ AFMPC/PA) after notifying all NOK.

1.5.4.2. HQ AFMPC/PA forwards the information through channels to OASD/PA for initial public release.

1.5.4.3. The CAR refers all requests for information on any wartime casualty (including those from friendly fire) to the installation Public Affairs Office.

1.5.4.4. The installation Public Affairs Office refers requests for information from members of Congress and state or local officials to the Secretary of the Air Force, Office of Legislative Liaison (SAF/LL).

1.5.5. **Information the Air Force May Release.** The Privacy Act determines what information you may release to Public Affairs, depending on the type of casualty. Follow the guidelines in this paragraph unless otherwise instructed. **EXCEPTION:** If a member does not want NOK notified, do not release any information to Public Affairs.

1.5.5.1. For ill or injured members, you may release this information:

- The member's name and sex.
- The member's rank, date of rank, commission source, and promotion number.
- The date and location of the incident.
- The member's assigned CONUS unit and service or job specialty.
- The date the member began active duty.
- The member's pay date, military base pay, and allowances (**EXCEPTION:** BAQ and VHA allowances).
- Military awards and decorations the member holds.
- Professional military education the member has completed.

1.5.5.2. For ill or injured members, you may not release this information without the member's permission:

- The member's Social Security Number.
- The member's gross pay and BAQ and VHA allowances.
- The member's age or date of birth.
- Civilian awards the member holds.
- Civilian education the member has completed.
- Any information on the member's dependents.
- The member's home of record, home address, and home telephone number.
- The member's marital status.
- The member's official photo (except key personnel).
- The member's national origin and race.

1.5.5.3. For deceased members, you may release the same information as for ill or injured casualties, and also the member's:

- Home of record (city and state only).
- Age and date of birth.
- Civilian education and awards.
- Official photo.
- National origin and race.

1.5.5.4. Do not release this information without the permission of the NOK:

- The member's home address or telephone number.
- The member's marital status.
- Information on dependents.
- Specific details concerning the cause and circumstances of death.
- The names and addresses of the NOK.

1.5.5.5. For DUSTWUN and missing members in peacetime, release only:

- The member's name and rank.
- The date and location of the incident.
- The member's casualty status.

1.5.5.6. During wartime, OASD/PA determines what information the Air Force releases on DUSTWUN and missing members, depending on the level of hostility. Release of specific information could jeopardize a member's chance for survival. **NOTE:** Tell NOK to be aware of this possibility when considering news media interview requests.

1.6. Documenting Casualties.

1.6.1. **Transfer of Officer's and Enlisted Member's Records.** See AFI 36-2608, *Military Personnel Records System* (formerly AFRs 31-4, 35-22, 35-44, and 35-96), for instructions on transferring military personnel record groups for missing and deceased members.

1.6.2. **Maintenance and Disposition of Casualty Case Files.**

1.6.2.1. The CAR:

- Maintains and disposes of casualty case files in accordance with AFI 37-138, *Records Disposition - Responsibilities and Procedures* (formerly AFR 12-50, volume 1) and AFMAN 37-139, *Records Disposition--Standards* (formerly AFR 4-20, volume 2).
- Establishes a case file for each assigned casualty and files them alphabetically.

1.6.2.2. Case files must contain:

- A chronological record of contacts with the NOK, other government and civilian agencies, and the CAR's actions on behalf of the NOK.
- Copies of all memorandums and forms sent to agencies and the NOK.
- Any other relevant documents.

1.6.2.3. Installations that report casualties but have no assistance responsibilities establish an interim case file for each casualty reported, containing reporting and notification documents (messages, memorandums, telegrams, and so on).

1.7. Using the DD Form 1300, Report of Casualty (DD-FM&P(AR)1663/1664).

1.7.1. HQ AFMPC/DPMCAA:

1.7.1.1. Prepares DD Form 1300 for deceased or missing:

- Officers and enlisted members in the active Air Force.
- US Air Force Academy (USAFA) cadets.
- ANG and USAFR officers and airmen in duty status or traveling directly to or from duty.
- Air Force Reserve Officer Training Corps (AFROTC) applicants or cadets participating in or traveling to or from military training.

- Civilian employees assigned overseas, on temporary duty (TDY) overseas, or traveling to or from an overseas duty location.
- 1.7.1.2. Prepares DD Form 1300 for deceased:
- Officers and enlisted members in absent without leave (AWOL) or deserter status.
 - Officers and enlisted members retired with pay who die within 120 days of retirement.
 - Other retirees, at its discretion.
 - Dependents of civilian employees and military members, at its discretion.
- 1.7.1.3. Sends a copy of the form to any of these CARs:
- The CAR assisting the primary NOK (PNOK).
 - The CAR who reported the casualty.
 - The CAR at the member's permanently assigned base.
- 1.7.2. The CAR sends a copy to the PNOK and the Summary Court Officer.
- 1.7.3. Government agencies use DD Form 1300 to:
- Pay benefits.
 - Close active files.
- 1.7.4. The NOK use DD Form 1300 to:
- Cash bonds.
 - Settle commercial insurance claims and any other claims requiring proof of death.

1.8. Using AF Form 1613, Statement of Service.

1.8.1. HQ AFMPC/DPMDO prepares AF Form 1613 on members in the active Air Force and on ANG and USAFR members in a duty status.

1.8.2. AF Form 1613 verifies a member's periods of service.

1.8.3. HQ AFMPC/DPMCAA sends the form to the CAR assisting the PNOK.

1.8.4. The CAR:

- Sends one copy to the Department of Veterans Affairs (VA).
- Sends one copy to the Social Security Administration (SSA).
- Sends two copies to the PNOK.
- Puts one copy in the case file.

1.8.5. The applicable agency (VA or SSA) requests an AF Form 1613 for deceased retirees from the National Personnel Records Center (NRPC) if necessary to process claims. **NOTE:** A CAR might occasionally receive an AF Form 1613 on a deceased retiree. In such cases, the CAR distributes the form as indicated in paragraph 1.8.4.

1.9. Obtaining Forms. Forms prescribed in this instruction are available through local Publications Distribution Offices (PDO). **EXCEPTION:** HQ AFMPC stocks and prepares DD Form 1300 and AF Form 1613 and HQ ARPC/DSMR also stocks and prepares AF Form 1613.

Table 1.1. Casualty Services - Non Hostile (see notes 1 and 2).											
CASUALTY STATUS											
Casualty Is	Provide	Deceased		DUSTWUN		Missing		VSI/SI/III		NSI	
		OS	US	OS	US	OS	US	OS	US	OS	US
Members of the Air Force, USAF cadets, and ANG and USAFR members serving on extended active duty. Referred to as the Active Air Force (see note 3).	Report	S	S	S	S	S	S	S	C S		
	Notification of NOK	M	M	M	M	M	M	O	O		
	Casualty Asst	M	M			M	M				
Members of the ANG and USAFR on active duty (AD), active duty for training (ADT), inactive duty training (IDT), or performing authorized travel directly to or from such duty.	Casualty Report	S	S	S	S	S	S	S	C S		
	Notification of NOK	M	M	M	M	M	M	O	O		
	Casualty Asst	M	M			M	M				
AFROTC applicants or cadets participating in practical military training or performing authorized travel directly to or from such training.	Casualty Report	S	S	S	S	S	S	S	C S		
	Notification of NOK	M	M	M	M	M	M	O	O		
	Casualty Asst	M	M			M	M				

(Table continued on next page)

Table 1.1. Continued.											
CASUALTY STATUS											
Casualty Is	Provide	Deceased		DUSTWUN		Missing		VSI/SI/III		NSI	
		OS	US	OS	US	OS	US	OS	US	OS	US
Members of other US military services attached or assigned to an Air Force installation or whenever an Air Force commander has knowledge of a casualty and a commander of the service concerned is unable or unavailable to report.	Casualty Report	S	S	S	S	S	S	S	C S		
	Notification of NOK										
	Casualty Asst										
Civilian employees of the DAF or DoD, Casualty notification and assistance procedures for deceased civilian employees are contained in AFI 36-809, <i>Survivor Assistance</i> .)	Casualty Report	S				S		D S			
	Notification of NOK	M	M			M		D			
	Casualty Asst										
Foreign nationals in the US under the auspices of the Air Force. Retired members of the Active Air Force, ANG and USAFR that are receiving or are eligible to receive retirement pay. (Submit AF Form 1312, Record of Supplementary Action Under Article 15, UCMJ , or annuity message, as appropriate).	Casualty Report		S				S		D S		
	Notification of NOK		M				M		D		
	Casualty Asst										
	Casualty Report	S	S								
	Notification of NOK	M	M								
	Casualty Asst	M	M								
Members of the Active Air Force, ANG and USAFR in AWOL or deserter status. (Casualty assistance is not provided to members in deserter status).	Casualty Report	S	S								
	Notification of NOK	M	M								
	Casualty Asst	M	M								
Members of the ANG and USAFR in a non-duty status and retired reserve members not eligible to receive retirement pay. (Report per procedures in in chapter 6.)	Casualty Report	S	S								
	Notification of NOK	M	M								
	Casualty Asst	M	M								

(Table continued on next page)

Table 1.1. Continued.											
CASUALTY STATUS											
Casualty Is	Provide	Deceased		DUSTWUN		Missing		VSI/SI/III		NSI	
		OS	US	OS	US	OS	US	OS	US	OS	US
Dependents of Air Force military members and civilian employees of the DAF or DoD.	Casualty Report	D S				D S		D S			
	Notification of NOK	D				D		D			
	Casualty Asst										
Uniformed full time paid personnel of the American Red Cross on duty with the Air Force.	Casualty Report	D S				D S		D S			
	Notification of NOK	D				D		D			
	Casualty Asst										
Entertainers of the United Service Organization (USO) attached to an Air Force unit or under the auspices of the Air Force	Casualty Report	D S				D S		D S			
	Notify NOK	D				D		D			
	Casualty Asst										
Very Important Persons (VIP) under the auspices of the Air Force.	Casualty Report	D S	D S								
	Notification of NOK	D	D								
	Casualty Asst										
Employees of contractors of the Air Force whose permanent residences are in the US (unless the contractor's representative in the area makes notification).	Casualty Report	D S									
	Notification of NOK	D									
	Casualty Asst										

(Table continued on next page)

Table 1.1. Continued.											
CASUALTY STATUS											
Casualty Is	Provide	Deceased		DUSTWUN		Missing		VSI/SI/III		NSI	
		OS	US	OS	US	OS	US	OS	US	OS	US
Personal on a military or AMC commercial contract aircraft who become casualties as the result of an aircraft incident or disappearance. (Casualty assistance is provided only to those persons indicated above. Submit reports to addresses, A and I, indicated in tables 2.1, 2.2 and 2.3 based on the persons involved.	Casualty Report	S	S	(See note 4) S	S	S	S	S	A	A	A
	Notification of NOK	M	M	(See note 4) S	M	M	M	O	O	B	B
	Casualty Asst	M	M			M	M				

NOTES:

1. Explanation of Abbreviations:

- a. Casualty Rprt -- Casualty Report
- b. Notify NOK -- Notify Next of Kin
- c. Casualty Asst -- Casualty Assistance

2. Explanation of Code Letters:

- | | |
|----|---|
| A | Abbreviated report format is required unless other wise directed by HQ AFMPC/DPMCAC. |
| B | By exception casualty service. Required only when specifically requested by the casualty. |
| C | Conditional casualty service. Required only when NOK are overseas. |
| D | Dependent casualty service. Required only when requesting AFMPC to effect notifications to NOK. |
| M | Mandatory casualty service. |
| O | Optional casualty service. If the casualty is able to communicate, the casualty's desires will be honored unless in the judgment of the commander this service is necessary. If the casualty is unable to communicate, this service is mandatory. |
| OS | Overseas--includes Alaska and Hawaii. |
| S | Standard report format is required, unless otherwise directed by HQ AFMPC/DPMCAC. |
| US | Continental United States. |

3. Casualty services will be provided on all Air Force inmates who are incarcerated in a military or civilian institution and who are still members of the Air Force. Limited casualty services may be provided on inmates who have been released from the Air Force only when requesting AFMPC effect notification to NOK.

4. Applicable to military members only.

Table 1.2. Casualty Services - Hostile (see notes 1 and 2).											
CASUALTY STATUS											
Casualty Is	Provide	Deceased		DUSTWUN		Missing		VSI/SI/III		NSI	
		OS	US	OS	US	OS	US	OS	US	OS	US
Members of the Air Force, USAF cadets, and ANG and USAFR members serving on extended active duty. Referred to as the Active Air Force (see note 3).	Report	S	S	S	S	S	S	S	A	A	A
	Notification of NOK	M	M	M	M	M	M	O	O	B	B
	Casualty Asst	M	M			M	M				
Members of the ANG and USAFR on active duty (AD), active duty for training (ADT), inactive duty training (IDT), or performing authorized travel directly to or from such duty.	Casualty Report	S	S	S	S	S	S	S	A	A	A
	Notification of NOK	M	M	M	M	M	M	O	O	B	B
	Casualty Asst	M	M			M	M				
AFROTC applicants or cadets participating in practical military training or performing authorized travel directly to or from such training.	Casualty Report	S	S	S	S	S	S	S	A	A	A
	Notification of NOK	M	M	M	M	M	M	O	O	B	B
	Casualty Asst	M	M			M	M				
Members of other US military services attached or assigned to an Air Force installation or whenever an Air Force commander has knowledge of a casualty and a commander of the service concerned is unable or unavailable to report.	Casualty Report	S	S	S	S	S	S	S	A	A	A
	Notification of NOK										
	Casualty Asst										
Civilian employees of the DAF or DoD, (Casualty notification procedures for deceased civilian employees are contained in AFI 36-809, <i>Survivor Assistance</i> .)	Casualty Report	S	A			S	A	S	A	A	A
	Notification of NOK	M	M			M		O	O	B	B
	Casualty Asst										
Foreign nationals in the US under the auspices of the Air Force.	Casualty Report		S				S		S		A
	Notification of NOK		M				M		O		B
	Casualty Asst										
Retired members of the Active Air Force, ANG and USAFR that are receiving or are eligible to receive retirement pay. (Submit AF Form 1312 or annuity message, as appropriate).	Casualty Report	S	S								
	Notification of NOK	M	M								
	Casualty Asst	M	M								

(Table continued on next page)

Table 1.2. Continued.											
CASUALTY STATUS											
Casualty Is	Provide	Deceased		DUSTWUN		Missing		VSI/SI/III		NSI	
		OS	US	OS	US	OS	US	OS	US	OS	US
Members of the Active Air Force, ANG and USAFR in AWOL or deserter status. (Casualty assistance is not provided to members in deserter status).	Casualty Report	S	S								
	Notification of NOK	M	M								
	Casualty Asst	M	M								
Members of the ANG and USAFR in a non-duty status and retired reserve members not eligible to receive retirement pay. (Report per procedures in chapter 6.)	Casualty Report	S	S								
	Notification of NOK	M	M								
	Casualty Asst	M	M								
Dependents of Air Force military members and civilian employees of the DAF or DoD.	Casualty Report	D S				D S		D S			
	Notification of NOK	D				D		D			
	Casualty Asst										
Uniformed full time paid personnel of the American Red Cross on duty with the Air Force.	Casualty Report	D S				D S		D S			
	Notification of NOK	D				D		D			
	Casualty Asst										
Entertainers of the United Service Organization (USO) attached to an Air Force unit or under the auspices of the Air Force.	Casualty Report	D S				D S		D S			
	Notification of NOK	D				D		D			
	Casualty Asst										
Very Important Persons (VIP) under the auspices of the Air Force.	Casualty Report	D S	D S								
	Notification of NOK	D	D								
	Casualty Asst										
Employees of contractors of the Air Force whose permanent residences are in the US (unless the contractor's representative in the area makes notification).	Casualty Report	D S									
	Notification of NOK	D									
	Casualty Asst										

(Table continued on next page)

Table 1.2. Continued.											
CASUALTY STATUS											
Casualty Is	Provide	Deceased		DUSTWUN		Missing		VSI/SI/III		NSI	
		OS	US	OS	US	OS	US	OS	US	OS	US
Personnel on a military or AMC commercial contract aircraft who become casualties as the result of an aircraft incident or disappearance. (Casualty assistance is provided only to those persons indicated above. Submit reports to addresses, A and I, indicated in tables 2.1, 2.2 and 2.3 based on the persons involved.	Casualty Report	S	S	(See note 4.) S		S	S	S	A	A	A
	Notification of NOK	M	M	(See note 4.) M		M	M	O	O	B	B
	Casualty Asst	M	M			M	M				

NOTES:

1. Explanation of Abbreviations:

- a. Casualty Rprt -- Casualty Report
- b. Notify NOK -- Notify Next of Kin
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2. Explanation of Code Letters:

- A Abbreviated report format is required unless other wise directed by HQ AFMPC/DPMCAC.
- B By exception casualty service. Required only when specifically requested by the casualty.
- C Conditional casualty service. Required only when NOK are overseas.
- D Dependent casualty service. Required only when requesting AFMPC to effect notifications to NOK.
- M Mandatory casualty service.
- O Optional casualty service. If the casualty is able to communicate, the casualty's desires will be honored unless in the judgment of the commander this service is necessary. If the casualty is unable to communicate, this service is mandatory.
- OS Overseas--includes Alaska and Hawaii.
- S Standard report format is required, unless otherwise directed by HQ AFMPC/DPMCAC.
- US Continental United States.

3. Casualty services will be provided on all Air Force inmates who are incarcerated in a military or civilian institution and who are still members of the Air Force. Limited casualty services may be provided on inmates who have been released from the Air Force only when requesting AFMPC effect notification to NOK.

4. Applicable to military members only.

Chapter 2**CASUALTY REPORTING****Section A--General Information****2.1. Casualty Reports.****2.1.1. Overview.**

2.1.1.1. See tables 1.1, 1.2., 2.1, 2.2, and 2.3 to determine which commander submits reports and who receives them.

2.1.1.2. Report casualties as:

- Hostile or nonhostile.
- Deceased, DUSTWUN, missing, VSI, SI, III, or NSI.

2.1.1.3. Reports must include an accurate, explicit account of the circumstances surrounding the casualty.

2.1.2. The CAR:

2.1.2.1. Immediately telephones HQ AFMPC/DPMCAC upon learning of a casualty, without waiting for confirmation of the report.

2.1.2.2. Prepares casualty reports and sends them at once to HQ AFMPC/DPMCAC by the most expeditious means (pouch, courier, or first class mail when telephone or electronic communication is not possible due to combat, natural disaster, and so on).

2.1.2.3. Delivers the appropriate casualty message, as determined by HQ AFMPC/DPMCAC, to the telecommunications center within 4 hours of learning of a

casualty. **NOTE:** Casualty messages are exempt from MINIMIZE.

2.1.3. **Format for Casualty Messages.** Prepare all casualty messages in an easily readable tabular form, with each item lettered and beginning on a new line (see attachments 2 through 5 and 10, 11, 13, and 14).

2.1.4. **Initial and Supplemental Casualty Reports.**

2.1.4.1. Initial casualty reports are not classified documents.

2.1.4.2. When you cannot submit an initial casualty report without including sensitive information, label it "Encrypt for Transmission Only" (EFTO).

2.1.4.3. If an item on an initial casualty report requires classified information, state "See classified supplemental report" in that item and submit a classified supplemental report immediately after the unclassified initial report.

2.1.4.4. Label unknown or unconfirmed items "To Be Supplemented" or "Unconfirmed," respectively, and report or confirm the information as soon as possible in a supplemental report.

2.1.4.5. Do not label any item "To Be Supplemented" if there is any information available that would be of interest to relatives or of value to the report's recipients. Instead, label such information "Unconfirmed."

2.1.4.6. Label any item not required or not applicable "N/A."

2.1.4.7. If an initial casualty report contains incorrect information, submit a supplemental report at once and label the corrected items "Corrected."

2.1.4.8. Prepare initial casualty reports on deceased and missing DAF or DoD civilian employees overseas in order to facilitate transportation of NOK and household goods back to CONUS.

2.1.5. **Reporting Casualties During Exercises.**

2.1.5.1. The MPF Chief or CAR obtains HQ AFMPC/DPMCAC approval prior to transmitting exercise casualty messages.

2.1.5.2. Send exercise casualty messages only to persons:

- Participating in the exercise.
- Approved by HQ AFMPC/DPMCAC.

2.1.5.3. When sending simulated casualty reports for training purposes, follow all procedures as though it was a real report. Indicate *exercise repeat exercise* in the subject line and closing sentence.

2.2. **Confirming Message Delivery.** The reporting unit must:

2.2.1. Confirm delivery of all:

- Initial casualty reports.
- Search progress reports.
- Medical progress reports.

2.2.2. Check with its telecommunications center every 2 hours until it receives confirmation of delivery.

2.2.3. Notify HQ AFMPC/DPMCAC by telephone of the report's transmission.

2.3. **Reporting Casualties by Geographically Separated Units (GSU) and in PERSCO Teams.**

2.3.1. Immediately report information by telephone to HQ AFMPC/DPMCAC and submit an initial report by electronic message as outlined in paragraph 2.1.3. **NOTE:** If a GSU or PERSCO Team does not have electronic message capability, they must report the information by telephone to the servicing or host CAR, who then submits the required casualty report.

2.3.2. The CAR at the member's serving MPF completes all unknown or unconfirmed information from the member's records within 4 hours of receiving the initial casualty report.

2.4. **Reporting Casualties on Members of Other Services.**

2.4.1. Follow the format for Air Force casualty reports and report all applicable items.

2.4.2. Precede each item by its plain text title so the member's Service, which may not follow the same procedures, can understand the data. Do not use abbreviations.

2.5. **Reporting Casualties of Foreign Nationals in the United States Under the Auspices of the Air Force.**

2.5.1. Report these casualties to the orders-issuing headquarters of the appropriate nation's military.

2.5.2. If the orders-issuing headquarters is unknown, send the report to a Military Assistance Advisory Group (MAAG) or Defense Attache' Office (DAO) in the foreign national's home country.

2.5.3. State in the initial casualty report that the headquarters must:

- Notify the NOK.
- Confirm NOK notification by *immediate* message to all addressees listed on the initial casualty report.

2.5.4. If the CAR is unaware of the orders-issuing headquarters or a MAAG or DAO in the foreign national's home country, call these offices to obtain this information:

- HQ USAF/CVAI, DSN 227-8706 or 225-2251, during duty hours.
- The Air Force Operations Center, DSN 227-6103, during off-duty hours.

2.6. **Reporting Casualties on Military Aircraft or Air Mobility Command (AMC) Commercially Contracted Aircraft.**

2.6.1. **Reporting Requirements.**

2.6.1.1. The Air Force requires reports for all casualties resulting from an aircraft incident.

2.6.1.2. You must account for all personnel on board the aircraft.

2.6.1.3. The proper reporting method depends on the nature of the incident and the number of casualties. Contact HQ AFMPC/DPMCAC immediately, if possible, to determine which of these methods to use:

- If the casualties are all NSI, report them by telephone or in an abbreviated casualty report.
- If there are multiple casualties, make an initial report by telephone and follow it with an abbreviated casualty report or a standard report as HQ AFMPC/DPMCAC directs.
- If you cannot make telephone contact with HQ AFMPC/DPMCAC, the MPF Chief determines whether to use an abbreviated or standard casualty report for initial reporting.

2.6.2. **Determining Onboard Crew and Passengers.** These documents and sources can help you determine onboard personnel:

2.6.2.1. **Crew:** Review DD Form 175, **Military Flight Plan**. It shows the name, grade, SSN, crew position, and home installation of each crew member.

2.6.2.2. **Passengers:**

- Review available passenger manifests and other documentation from flight origination and stops en route. These contain information such as passengers' names, grades, SSNs, passport numbers, emergency addresses, and units of assignment.
- Consult passenger service terminals, base operations, flight control centers at civilian airports, and AMC Aerial Port Operations offices for information on passengers aboard military aircraft.
- Contact HQ AFMPC/DPMCAC if you cannot obtain the required information. They will request assistance from HQ AMC/DOCC.

2.6.3. **Releasing Casualty Information.** The installation commander ensures that crew and passenger names and any other information are released to the CAR so commanders can make casualty status determinations.

Section B--Reports on Deceased Persons

2.7. Obtaining Conclusive Evidence of Death.

2.7.1. The installation commander or the on-scene commander must obtain conclusive evidence before reporting the death of an individual.

2.7.2. If more than one commander or Service is involved, they must coordinate their investigations and agree in their casualty status determinations.

2.7.2.1. Do not submit a casualty report until all of the involved commanders agree in their determinations.

2.7.2.2. If the commanders can't reach an agreement, consult HQ AFMPC/DPMC for instructions.

2.7.3. The Air Force does not require positively identified recovered remains for conclusive evidence of death. Situations will arise when the Air Force cannot recover or identify remains. The important factor is whether or not the commanders determine that survival is possible. The Air Force considers these situations to be conclusive evidence of death:

2.7.3.1. Available information indicates that an individual could not have survived. Such information includes:

- Statements of witnesses to the incident.
- The circumstances of the incident.
- Search results.
- Local terrain conditions, climate, water temperature, currents, and so on.

2.7.3.2. The total number of individual remains recovered from an aircraft or group accident equals the total number of persons known to be on board the aircraft or in the group. **EXCEPTIONS:** If there is reasonable doubt as to whether the remains are from the aircraft or group in question or reasonable doubt about the validity of aircraft clearance and passenger manifest records.

2.8. Local Laws Governing Brain Death. The CAR must be aware of local laws governing brain death, as they differ among states and countries. Submit death reports in accordance with the local legal definition of brain death.

2.9. Format for the Death Report (RCS: DD-FM&P(AR)1664, Report of Casualty).

2.9.1. Report on those persons indicated in tables 1.1 and 1.2.

2.9.2. Enter addressees and locations indicated in tables 2.1 and 2.2.

2.9.3. Enter "Confirm Delivery Action Addressees" in the Special Instructions block (see AFI 37-126, *Preparing Official Communications* [formerly AFR 10-1] and attachment 2).

Section C--Reports on Members Declared Duty Status - Whereabouts Unknown (DUSTWUN) or Persons Declared Missing

2.10. Declaring a Member DUSTWUN.

2.10.1. DUSTWUN is a temporary casualty status applicable only to military personnel.

2.10.2. A commander declares a member DUSTWUN when:

2.10.2.1. The commander suspects that a member's absence is involuntary and that the member might be a casualty.

2.10.2.2. The commander does not feel that there is sufficient evidence to make a definite determination of missing or deceased.

2.10.2.3. The commander needs time to gather additional facts and statements from witnesses in order to make a definitive status determination.

2.10.3. Commanders may not keep a member in DUSTWUN status for more than 10 days. During this period, the commander closely monitors the case and makes every effort to determine the member's true status.

2.10.4. The commander then sends the CAR the results of any search and investigative efforts.

2.10.5. The CAR submits daily search progress reports to HQ AFMPC/DPMC in accordance with paragraph 2.16 (see attachment 4).

2.10.6. Commanders must determine whether a member's absence is voluntary or involuntary. Consider factors such as:

- Troubled relationships both on and off duty (marital discord, problems with supervisors or coworkers, and so on).
- Suspicious financial transactions prior to or after disappearing (recent large bank account withdrawals, credit card use for airline tickets, hotels, gas, and so on).
- Evidence of departure preparations (luggage or belongings missing from the member's residence).
- Remarks the member made to friends, relatives, or coworkers hinting at the possibility of a departure.

2.10.7. These examples illustrate when it is appropriate to declare a member DUSTWUN:

2.10.7.1. An aircraft is overdue and its home base's commander makes an initial investigation, including checks of scheduled stops, possible emergency landing sites, and other places the aircraft may have landed, with negative results.

2.10.7.2. A member disappears while participating in a recreational activity such as hunting, fishing, or hiking. The member's installation commander launches a search for the absent member and investigates the circumstances surrounding the member's disappearance. (The search must be extensive enough so that the commander can determine whether the member could freely return.) Initial attempts to find the member fail and the commander determines the member is not AWOL.

2.10.7.3. A member observes a lead aircraft as it is hit by enemy ground fire. Before the aircraft hits the ground, the member observes a flash, possibly from a seat ejection. Hostilities preclude launching a search and rescue attempt.

2.11. Filing DUSTWUN and Subsequent Reports.

2.11.1. Once a commander declares a member DUSTWUN, the CAR submits an initial DUSTWUN report (see attachment 3), following these guidelines:

2.11.1.1. File DUSTWUN Reports (RCS: DD-FM&P(AR)1664, Report of Casualty) for the persons indicated in tables 1.1 and 1.2

2.11.1.2. Send the report to the offices indicated in tables 2.1. and 2.2.

2.11.1.3. Enter "Confirm Delivery Action Addressees" in the Special Instructions block (see AFI 37-126 and attachment 3).

2.11.2. Within 10 days of filing the initial DUSTWUN report, the CAR must submit one of these reports or messages (referencing the initial report):

2.11.2.1. **Death Report** (RCS: DD-FM&P(AR)1664, Report of Casualty).

- Immediately submit an initial death report (see attachment 2) if the commander determines a member is dead at any time during the 10-day period.

- Use the date and time when the member was declared DUSTWUN as the date and time of death, unless there is conclusive evidence of a different date or time.
- If it is impossible to recover remains, state in item H that the Air Force has investigated the circumstances surrounding the death in accordance with this AFI and has determined that there is conclusive evidence of death.

2.11.2.2. **Missing Report** (RCS: DD-FM&P(AR)1664, Report of Casualty).

- Submit an initial missing report (see attachment 3) if the commander declares the member missing (see paragraph 2.12).
- Complete items A, B, C, F, G, J, L, M, and N.
- Use date and time when the member was declared DUSTWUN as the date and time of loss, unless there is evidence of a different date or time.
- Include in item G a detailed account of the facts and circumstances surrounding the member's disappearance (see attachment 3).

2.11.2.3. **AWOL Message.**

- If the commander decides the member's absence was voluntary, revoke the DUSTWUN status with a message to all addressees on the initial DUSTWUN report.
- State "Change of Status to AWOL from DUSTWUN" in the subject line.
- Reference the initial DUSTWUN report.
- Include items A, B, C, and G from the initial DUSTWUN report.
- Explain in detail in item G the rationale for the revocation.
- State that the member's official status is AWOL and give the effective date.
- See AFI 36-2911, *Desertion and Unauthorized Absence* (formerly AFR 35-73), for further guidance.

2.11.2.4. **Return to Military Control Report** (RCS: DD-FM&P(AR)1664, Report of Casualty)

- If the member returns, immediately notify HQ AFMPC/DPMCAC by telephone or message.
- Following this notification, submit a return to military control (RMC) report (see attachment 5).

2.12. Declaring a Person Missing.

2.12.1. This casualty status applies to both military members and civilian personnel.

2.12.2. When a commander determines that a person's absence is involuntary and that there is insufficient evidence to declare the person deceased, the commander:

- Declares the person missing (see attachment 1, section C--Terms).
- Has the CAR submit an initial missing report.

2.12.3. The commander must consult with HQ AFMPC/DPMCB prior to declaring a person missing and submit-

ting a report. **NOTE:** HQ AFMPC/DPMCB especially encourages such consultation when there are hostilities.

2.12.4. Declaring a person missing automatically invokes the statutory provisions of the missing persons act:

2.12.4.1. You may not change a person's casualty status from missing to deceased without a formal status review, even when there is conclusive evidence of death.

2.12.4.2. Once you submit an initial Missing report (see attachment 3) and the commander notifies the NOK, HQ AFMPC/DPMCB must issue any further official correspondence to the NOK, including notifications of a change in casualty status to deceased. **NOTE:** The CAR continues to provide casualty assistance to the PNOK as described in paragraph 4.7.4.

2.12.5. Immediately notify HQ AFMPC/DPMC if any of these situations develop after you submit an initial Missing report:

2.12.5.1. **New Information.**

- If additional information surfaces that might help HQ AFMPC/DPMC determine the person's casualty status:
- Submit a supplemental Missing report.
- Complete items A, B, C, and G.
- Describe in item G the circumstances and factors that justify a supplemental report. For example, if the reporting unit learns that a member categorized as missing in action has been captured, it submits a supplemental Missing report so HQ AFMPC/DPMC can change the casualty category from missing in action to captured.
- HQ AFMPC/DPMCB notifies the NOK.

2.12.5.2. **Return to Military Control Report** (RCS: DD-FM&P(AR)1664, Report of Casualty)

- If any commander learns of a missing person's return to military control, notify HQ AFMPC/DPMCAC by telephone or message.
- Submit an RMC report (see paragraph 2.15)
- HQ AFMPC/DPMCB notifies the NOK.

2.12.5.3. **AWOL Message.**

- If the commander decides a person's absence is voluntary, revoke the missing status with a message to all addressees on the initial Missing report.
- State "Change of Status to AWOL from Missing" in the subject line.
- Reference the initial Missing report.
- Include items A, B, C and G from the initial Missing report.
- Explain in detail in item G the rationale for the revocation.
- State that the person's official status is AWOL and give the effective date.
- HQ AFMPC/DPMCB notifies the NOK.
- See AFI 36-2911, (for military members) and AFI 36-808, *Absence and Leave* (for civilian personnel; formerly AFR 40-630), for further guidance.

2.12.5.4. **Death Report** (DD-FM&P(AR)1664, Report of Casualty).

- Submit a supplemental Missing report if the commander determines that a missing person is dead.
- Complete items A, B, C, and G.
- Include in item G the date and time of death, if known.
- If it is impossible to recover remains, state in item G that the Air Force has investigated the circumstances surrounding the death in accordance with this AFI and has determined that there is conclusive evidence of death.
- The supplemental report does not automatically change the person's casualty status from missing to deceased. The missing persons act requires a formal status review. Only HQ AFMPC/DPMC may officially change the casualty status to deceased.
- HQ AFMPC/DPMCB notifies the NOK.

2.12.6. The commander must submit AF Form 484, **Missing Persons Supplementary Report** (RCS: HAF-DP(AR)9476, Missing Persons Reports), within 5 days from the latter of these dates:

- The date he or she declares the person missing.
- The date he or she terminates the search for the person.

(**NOTE:** This report is designated emergency status code C1. Continue reporting during emergency conditions, priority precedence. Submit data requirements assigned this category as prescribed or by any means to ensure arrival on the established due dates. Continue reporting during MINIMIZE.)

2.12.6.1. See paragraph 2.16 for an explanation of AF Form 484 and see attachment 6 for instructions.

2.12.6.2. If you've already filed a supplementary report as described in paragraph 2.12.5, ask HQ AFMPC/DPMCB if it's necessary to submit AF Form 484.

2.12.7. The responsible commander must maintain continuous surveillance to locate a missing person.

2.12.7.1. The commander of the affected theater of operations normally assumes this responsibility during wartime. This commander maintains close contact with these people for help in identifying personnel and connecting missing persons with recovered aircraft:

- Escapees.
- Members who have evaded capture.
- Repatriates.
- Rescued US and allied personnel.
- Parent units.
- Ground forces.
- Naval forces.

2.12.7.2. Under hostile conditions, HQ AFMPC/DPMCB immediately transmits to the appropriate theater commander any information received from the Red Cross,

the State Department, or other sources that may affect a missing person's casualty status.

2.12.8. If there is no change to a missing person's casualty status within 8 months, the commander concludes the investigation by submitting a 9-month investigative report (see attachments 7 and 8). Follow these guidelines:

- You must submit a written report in a nonhostile situation.
- You may submit the report by message in hostile situations.
- The report must arrive at HQ AFMPC/DPMCB before the end of the 9th month.

2.12.8.1. Attachment 7 explains the contents of the 9-month investigative report.

2.12.8.2. The report is an integral part of the casualty file used in the formal status review process.

2.12.8.3. The review recommends, effective 1 year and 1 day from the date of the initial Missing report, either to continue the missing casualty status or to change the casualty status to deceased.

2.13. Format for DUSTWUN and Missing Reports:

2.13.1. Report on those persons listed in tables 1.1 and 1.2.

2.13.2. Enter the addressees and locations indicated in tables 2.1 and 2.2.

2.13.3. Enter "Confirm Delivery Action Addressees" in the Special Instructions block (see AFI 37-126, [formerly AFR 10-1] and attachment 3).

2.14. Search and Rescue Methods. Acceptable methods include visual aerial search, ground teams, and electronic search. **NOTE:** Electronic monitoring by aircraft flying in the area on other than search and rescue missions is not an acceptable search method.

2.15. Search Progress Reports (RCS: HAF-DP(AR)9476, Missing Persons Reports). This report is designated emergency status code C1. Continue reporting during emergency conditions, priority precedence. Submit data requirements assigned this category as prescribed or by any means to ensure arrival on the established due dates. Continue reporting during MINIMIZE.

2.15.1. The responsible commander orders a search and an investigation for all DUSTWUN and missing persons in nonhostile situations.

2.15.2. The CAR submits daily progress reports to the addressees in table 2.1 or 2.2 on:

- The extent and progress of the search.
- Any pertinent information on the investigation.

2.15.3. Submit similar progress reports in hostile situations if a search is possible.

2.15.4. Once the commander terminates the search, he or she:

- Evaluates all available evidence.

- Submits the appropriate casualty report in accordance with paragraph 2.12.

2.16. Format for Search Progress Reports.

2.16.1. Enter the addressees and locations listed in tables 2.1 and 2.2.

2.16.2. Enter "Confirm Delivery Action Addressees" in the Special Instructions block (see AFI 37-126, [formerly AFR 10-1] and attachment 4).

2.17. Submitting AF Form 484, Missing Person(s) Supplementary Report (RCS: HAF-DP(AR)9476, Missing Persons Reports). This report is designated emergency status code C1. Continue reporting during emergency conditions, priority precedence. Submit data requirements assigned this category as prescribed or by any means to ensure arrival on the established due dates. Continue reporting during MINIMIZE.

2.17.1. The responsible commander submits two copies of AF Form 484 (see attachment 7) directly to HQ AFMPC/DPMCB and one copy to the CAR within 5 days of the latter of these dates:

- The date he or she declares a person missing.
- The date he or she terminates a search.

2.17.2. The commander submits an additional copy of the report through channels to the parent MAJCOM for informational purposes only.

2.17.3. For an incident that results in multiple missing persons, like an aircraft accident, submit one report that lists all missing personnel.

2.17.3.1. Send a copy to each missing person's home installation commander (for information purposes only, since HQ AFMPC/DPMCB is solely responsible for notifying the NOK).

2.17.4. If you can't submit AF Form 484 within the specified time period, notify HQ AFMPC/DPMC by message of the reason for the delay and the date you expect to mail the report.

2.17.5. The commander prepares AF Form 484 based on a review and evaluation of:

- The circumstances surrounding the disappearance.
- Search results.
- Local terrain conditions, climate, water temperature, currents, and so on.
- Witness statements (see attachment 9).
- Search and rescue personnel.
- Intelligence from undercover personnel.

2.17.5.1. For aircraft accidents and incidents, get either of these statements:

- Statements from rescued crew members and crew members of other flights in the area.
- Signed statements from crew members indicating why they can't contribute to the report.

2.17.5.2. Send the form to the installation staff judge advocate to review for:

- Legal sufficiency.
- Proper preparation of witness statements.
- Completeness of the investigation.

2.17.5.3. Include either:

- A recommendation to change the casualty status to deceased.
- Detailed reasons why a missing person might still be alive.

Section D--Reports on Members Who Are Very Seriously Ill or Injured (VSI), Are Seriously Ill or Injured (SI), or Have an Incapacitating Illness or Injury (III)

2.18. Submitting VSI, SI, and III Casualty Reports (RCS: HAF-DP(AR)9477, Medical Casualty Reports). This report is designated emergency status code C1. Continue reporting during emergency conditions, priority precedence. Submit data requirements assigned this category as prescribed or by any means to ensure arrival on the established due dates. Continue reporting during MINIMIZE.

2.18.1. Overseas Casualties.

2.18.1.1. When a doctor hospitalizes an overseas member determined to be VSI or SI or to have an III, the responsible commander has the CAR submit a casualty report.

2.18.1.2. Submit reports on dependents and civilians only when requesting HQ AFMPC/DPMCAC to notify the NOK.

2.18.1.3. Use item M on the report to request invitational travel authorization for overseas travel for the NOK of VSI or SI members.

2.18.2. CONUS Casualties.

2.18.2.1. When a doctor hospitalizes a member in the CONUS determined to be VSI or SI or have an III, the CAR does not submit a casualty report. **EXCEPTION:** File a report for:

- Member's with NOK overseas.
- Foreign nationals in the United States under the auspices of the Air Force, if you want HQ AFMPC/DPMCAC to notify overseas NOK.

2.18.2.2. To request invitational travel authorization for CONUS travel for NOK of VSI or SI members:

- Follow the procedures outlined in paragraph 2.22.
- Use the message format in described in paragraph 2.19 (also see attachment 10, 11, and 12).

2.18.3. Wartime Casualties and Casualties from Incidents Involving Military Aircraft or AMC Commercially Contracted Aircraft.

2.18.3.1. Submit reports for the persons indicated in table 1.1. for both CONUS and overseas casualties. **EXCEPTION:** HQ AFMPC/DPMC may waive this requirement.

2.18.3.2. Follow the procedures in paragraph 2.18.1 or 2.18.2, as applicable, concerning invitational travel authorization for the NOK of VSI or SI members.

2.19. Format for VSI, SI, or III Casualty Reports.

2.19.1. Report on persons listed in tables 1.1 and 1.2.

2.19.2. Enter the addressees and locations listed in table 2.3.

2.19.3. Enter "Confirm Delivery Action Addressees" in the Special Instructions block (see AFI 37-126, [formerly AFR 10-1] and attachment 10).

2.20. VSI, SI, and III Medical Progress Reports (RCS: HAF-DP(AR)9477, Medical Casualty Reports). This report is designated emergency status code C1. Continue reporting during emergency conditions, priority precedence. Submit data requirements assigned this category as prescribed or by any means to ensure arrival on the established due dates. Continue reporting during MINIMIZE.

2.20.1. Submit a Medical Progress Report within 24 hours of the initial casualty report and every 4 days thereafter.

2.20.2. Ensure that Medical Progress Reports are not redundant. Report minor changes in the patient's condition, regardless of how insignificant they may seem, as they are very important to the NOK.

2.20.3. Submit a Medical Progress Report immediately when:

2.20.3.1. There is a change in diagnosis, prognosis, or status.

2.20.3.2. Surgery is scheduled. Indicate the scheduled date and the type of surgery. Submit a postoperative report describing the patient's condition, the results of the surgery, and any additional information the attending physician provides.

2.20.3.3. The Air Force evacuates the patient (BROKE/MOVED). Report the complete itinerary, including:

- The flight and mission number.
- The name of the destination MTF.

2.20.3.4. The Air Force moves a patient (MOVED) from one overseas MTF to another. Report the complete itinerary as described in paragraph 2.20.3.3..

2.21. Format for VSI, SI, and III Medical Progress Reports.

2.21.1. Enter the addressees and locations indicated in table 2.3.

2.21.2. Enter "Confirm Delivery Action Addressees" in the Special Instructions block (see AFI 37-126, [formerly AFR 10-1] and attachment 11).

2.22. Invitational Travel Order (ITO) Program.

2.22.1. The Air Force provides round-trip transportation for the NOK to the bedside of certain SI and VSI members hospitalized overseas or in the CONUS. **NOTE:** The Air Force provides this service only if a doctor considers the presence of the NOK beneficial to a patient's recovery and, the MTF commander approves the request.

2.22.2. The CAR briefs the NOK on these details of the ITO program, as applicable:

2.22.2.1. The program applies to the NOK of active Air Force members and of ANG and USAFR members in a duty status.

2.22.2.2. The Air Force provides transportation for a maximum of two NOK.

2.22.2.3. If the PNOK are at bedside, the Air Force does not offer transportation to other NOK unless a doctor determines that the PNOK are physically or mentally incapacitated.

2.22.2.4. These NOK are eligible for invitational travel:

- The member's spouse.
- The member's children by birth, marriage, or adoption.
- The member's siblings.
- The member's parents by birth or adoption, or persons who stood in loco parentis for the member for at least 1 year immediately prior to the member's enlistment, limited to one father and one mother.

2.22.2.5. The Air Force provides round-trip transportation between the NOK's residence and the member's bedside or reimburses the NOK for travel expenses (see paragraph 2.22.4). Other expenses, such as food, lodging, and local transportation, are the responsibility of the NOK. **EXCEPTION:** The Air Force, with the cooperation of the American Red Cross, will if practical accommodate the needs of the NOK.

2.22.3. Follow these guidelines to ensure that medical personnel, unit commanders, and the CAR cooperate to provide effective ITO services. **NOTE:** It is extremely important to take care when discussing ITO services with the NOK. To avoid embarrassing situations, do not obligate the Air Force before securing ITO approval and ensuring that the NOK meet all eligibility criteria.

2.22.3.1. The attending physician initiates ITO requests.

2.22.3.2. The Military MTF Commander:

- Familiarizes MTF personnel with the ITO program and its eligibility criteria.
- Approves or disapproves the attending physician's ITO request. **NOTE:** For members in civilian hospitals, the commander of the nearest military MTF or the military MTF that has administrative responsibility for the member must approve or disapprove the attending physician's ITO request.
- After approving the ITO request, gives the CAR the necessary information to request transportation arrangements from HQ AFMPC/DPMCAC.
- Ensures that the member's unit commander notifies the NOK of the member's condition (see paragraph 3.14), whether or not he or she requests ITOs.

2.22.3.3. The Member's Unit Commander:

- Notifies the NOK of the member's condition (see paragraph 3.15).
- Assigns a member from the unit to act as a personal escort to receive the NOK, arrange for their quarters and meals (if offered), and provide whatever other assistance they need.

- Tells the personal escort to stay in contact with the NOK during their stay.
- Tells the escort to arrange transportation when the NOK want to go home.

2.22.3.4. The CAR:

- Ensures that appropriate base offices and personnel (medical personnel, commanders, command post personnel, and so on) receive information about the ITO program through such media as base instructions and commanders' orientations.
- Ensures that base agencies and individuals notify him or her of all VSI and SI cases at the base hospital and at local civilian hospitals.
- Contacts HQ AFMPC/DPMCAC immediately by telephone when the MTF commander approves ITO request.
- Confirms ITOs with HQ AFMPC/DPMCAC:
 - Overseas base CARs confirm ITOs in item M on the initial VSI or SI casualty report or as an "item M" addition to the Medical Progress Report (following item J).
 - CONUS base CARs confirm ITOs by sending a CONUS ITO Confirmation Message (RCS: HAF-DP(AR)9478, CONUS ITO Confirmation Message) within 1 duty day (see attachment 12). This report is designated emergency status code C1. Continue reporting during emergency conditions, priority precedence. Submit data requirements assigned this category as prescribed or by any means to ensure arrival on the established due dates. Continue reporting during MINIMIZE.
 - Gives the personal escort the NOK's itinerary received from HQ AFMPC/DPMCAC.
 - For members in hospitals away from the base, arranges for someone to receive the NOK and arranges for their quarters and meals.
 - Finds out when the NOK want to go home and tells HQ AFMPC/DPMCAC by telephone or message.

2.22.3.5. HQ AFMPC/DPMCAC:

- Ensures the ITO request meets congressional law requirements and publishes ITOs authorizing transportation. **NOTE:** Due to the urgency of the situation, "message orders" from HQ AFMPC/DPMCAC provide authorization for travel and reimbursement of funds.
- Contacts the NOK, verifies that they want to travel to the member's bedside, and books the most practical mode of air transportation (military or commercial).
- Instructs the NOK on obtaining passports, passport waivers, visas, required immunizations, and other matters related to travel.
- Sends the CAR the NOK's itinerary.

- Informs applicable NOK that the Air Force may reimburse them for certain transportation costs and advises them to save all expense receipts and other travel documentation (such as ticket stubs).
- Authorizes reimbursement of the NOK's travel expenses (see paragraph 2.22.4).

2.22.4. The Air Force reimburses the NOK for certain out-of-pocket travel expenses such as airfare or driving expenses.

2.22.4.1. NOK who travel at their own expense before the Air Force approves an ITO are subject to the eligibility requirements established for the ITO program.

2.22.4.2. Follow the same procedures as for requesting and obtaining ITO approval.

2.22.4.3. The Air Force doesn't reimburse the NOK until they return home.

2.22.4.4. HQ AFMPC/DPMCAC doesn't reimburse NOK travel expenses paid with other Air Force funds (such as unit Operation and Maintenance (O&M) funds)

Section E--Abbreviated Casualty Reports (RCS: DD-FM&P(AR)1664, Report of Casualty)

2.23. Purpose.

2.23.1. Use Abbreviated Casualty Reports:

2.23.1.1. To expedite the flow of casualty information to HQ AFMPC/DPMCAC when:

- There are multiple casualties to report.
- Submitting standard reports would delay notifying the NOK.

2.23.1.2. To give HQ AFMPC/DPMCAC information:

- For use in accounting for all personnel.
- On newsworthy events.

2.23.2. Abbreviated casualty reports help HQ AFMPC/DPMCAC promptly notify the NOK without news media interference.

2.23.3. HQ AFMPC/DPMCAC may waive the requirement to submit abbreviated reports, depending on the nature of the incident and the number of casualties.

2.24. Reporting Requirements and Procedures.

2.24.1. **Preliminary Contact.** If possible, the CAR contacts HQ AFMPC/DPMCAC by telephone before submitting an abbreviated report.

2.24.2. **Multiple Reportable Casualties.**

2.24.2.1. When multiple casualties make it difficult to promptly submit standard reports using assigned casualty services personnel or a CAST, use abbreviated casualty reports to initially report casualties.

2.24.2.2. When an incident occurs, the CAR immediately contacts HQ AFMPC/DPMCAC by telephone for approval of abbreviated reporting. If telephone contact is impossible, the MPF Chief determines if abbreviated reporting is necessary.

2.24.2.3. Immediately submit items A through D on an abbreviated report. As soon as you get additional

information, submit another abbreviated report for the remaining items.

2.24.2.4. Once conditions permit, submit standard initial death reports on the personnel listed in tables 1.1 and 1.2.

2.24.2.5. You don't have to submit a standard initial casualty report on DUSTWUN, missing, or injured persons whom you reported in an abbreviated casualty report. You must submit these standard reports, however, as applicable:

- Search Progress Reports (RCS: HAF-DP(AR)9476, Missing Persons Reports).
- Returned to Military Control Reports (RCS: DD-FM&P(AR)1664, Report of Casualty).
- Medical Progress Reports (RCS: HAF-DP(AR)9477, Medical Casualty Reports). **NOTE:** You may use abbreviated Medical Progress reports until such time as you can submit standard reports (see paragraph 2.26).

2.24.2.6. Complete all applicable items on Abbreviated Casualty reports and Abbreviated Medical Progress reports.

2.24.2.7. Report first those casualties that require personal NOK notification. Give reports on deceased and missing persons priority.

2.24.2.8. Do not delay notification while obtaining information on less serious casualties. Report injured personnel in a subsequent Abbreviated Casualty report.

2.24.2.9. HQ AFMPC/DPMCAC provides prioritizing guidance during the initial telephone call from the reporting unit.

2.24.3. **Accounting for all Personnel.**

2.24.3.1. You must submit Abbreviated Casualty reports for certain incidents so that HQ AFMPC/DPMCAC can account for all personnel.

2.24.3.2. See tables 1.1. and 1.2. for guidelines on what casualties require an abbreviated report for this purpose.

NOTE: The requirements aren't all-inclusive. Primarily, you must submit an abbreviated report for persons who become VSI, SI, or NSI or who suffer an III under hostile conditions or in a military aircraft or AMC commercially contracted aircraft accident. Also, the requirements for using abbreviated reports vary depending on whether the casualties occur overseas or in the CONUS.

2.24.4. **Newsworthy Events.**

2.24.4.1. Incidents occurring near or on Air Force installations often receive extensive media coverage and generate a lot of inquiries to HQ AFMPC/DPMCAC for information on Air Force members and dependents. Natural disasters and civil disorders are typical examples of newsworthy events.

2.24.4.2. Submit abbreviated reports when information is available and cleared by the base public affairs office.

2.24.4.3. If there are no casualties, report only items A through C.

2.24.4.4. If casualties include persons not normally reportable under tables 1.1 and 1.2 (such as a member VSI

in the CONUS under nonhostile conditions), report items D through G.

2.24.4.5. Report items H and I if requesting assistance in notifying NOK.

2.25. Format for Abbreviated Casualty Reports.

2.25.1. Report on those persons indicated in tables 1.1 and 1.2.

2.25.2. Enter the addressees and locations indicated in tables 2.1, 2.2, and 2.3.

2.25.3. Enter "Confirm Delivery Action Addressees" in the Special Instructions block (see AFI 37-126, [formerly AFR 10-1] and attachment 13).

2.26. Format for Abbreviated Medical Progress Reports. (RCS: HAF-DP(AR)9477, Medical Casualty Reports)

2.26.1. Enter the addressees and locations indicated in table 2.3.

2.26.2. Enter "Confirm Delivery Action Addressees" in the Special Instructions block (see AFI 37-126, [formerly AFR 10-1] and attachment 14).

Section F--Reporting Retiree Deaths

2.27. Retiree Investigations.

2.27.1. The CAR investigates the possible death of a retiree.

2.27.2. Treat these situations as unconfirmed deaths. Send inquiries only; do not send a condolence letter.

2.27.3. See attachment 15 for appropriate phrases to use when you are not sure who will receive your inquiry at the address on file. Do not use "To whom it may concern" or "Occupant" as a salutation. Address the envelope to "Resident."

2.27.4. Send a status report every 3 weeks, by message, to HQ AFMPC/DPMCAA with DFAS-CL/ROB as an information addressee, until you resolve the issue.

2.27.5. If you find that the retiree is alive, send a message to DFAS-CL/ROB with HQ AFMPC/DPMCAA as an information addressee.

2.27.6. Contact these organizations for help in your investigation:

- The VA.
- The state or Federal Bureau of Vital Statistics.
- The Civilian Personnel Office.
- The post office.
- Utility companies.
- Banks.
- Funeral homes.

2.27.7. If you cannot confirm the retiree's status, call HQ AFMPC/DPMCAA for assistance and guidance.

2.28. Reporting Procedures for MPFs with Annuity Pay System (APS) Capability.

2.28.1. When the CAR learns of a retiree's death, he or she:

- Immediately informs the Finance Service Office (FSO) of the retiree's name and SSN and the date of death.
- Follows the procedures in chapter 4 to provide casualty assistance under APS.

2.28.2. The FSO:

- Provides the information from the CAR to DFAS-CL/ROCD.
- Gives the CAR the retiree's pay and beneficiary information.

2.28.3. If the NOK do not live in the CAR's area of responsibility, the CAR calls the appropriate CAR with all known information. That CAR must then immediately notify the local FSO and assist the NOK.

2.28.4. The responsible CAR submits AF Form 1312, **Report of Retired Casualty** (RCS: HAF-DP(AR)9475, Report of Retired Casualty). This report is designated emergency status code C2. Continue reporting during emergency conditions, normal precedence. Submit data requirements in this category as prescribed, or as soon as possible after submission of priority reports.

2.28.4.1. Be sure that the initial AF Form 1312 contains as much information as possible on:

- The NOK.
- The deceased.
- The date, place, and cause of death.

2.28.4.2. Type the initial report.

2.28.4.3. Submit the original to HQ AFMPC/DPMCAA and one copy to USAF AL/AOEP, 2510 Kennedy Dr, Ste 3, Brooks AFB TX 78235-5119 within 1 duty day of notification of the death.

2.28.4.4. Keep a copy in the case file.

2.29. Reporting Procedures for MPFs without APS Capability.

2.29.1. If you are in CONUS, immediately telephone DFAS-CL/ROCD at DSN 580-6680 or 580-6681. If you are overseas, send a message to HQ AFMPC/DPMCAA.

2.29.2. Provide the retiree's name and SSN and the date of death.

2.29.3. Request the retiree's pay and beneficiary information.

2.29.4. HQ AFMPC/DPMCAA acquires from DFAS-CL/ROCD the retiree's pay and beneficiary information and sends it to the CAR.

2.29.5. If the retiree did not elect SBP or RSFPP, submit AF Form 1312 (see paragraph 2.28).

2.29.6. If the retiree did elect for SBP or RSFPP, submit the appropriate annuity message (see paragraph 4.16.6). Do not submit AF Form 1312.

2.29.7. If the NOK do not live in the CAR's area of responsibility, the CAR calls the appropriate CAR with all known information. That CAR must then immediately notify DFAS-CL and assist the NOK.

2.30. Deaths Occurring Within 120 Days after Retiring.

2.30.1. When an Air Force retiree dies within 120 days after retiring, the CAR notifies HQ AFMPC/DPMCAA by ROUTINE precedence message the next duty day after he or she learns of the death. The CAR provides this information:

- The retiree's full name, grade, date retired, and SSN.
- The unconfirmed manner and cause, date, and place of death.
- Name, address, and relationship of NOK assisted.
- CAR's access to retiree's records.

2.30.2. The CAR immediately telefaxes (DSN 487-3805) and later mails these documents (if available) to HQ AFMPC/DPMCAA:

- DD Form 93, **Record of Emergency Data**. (signed original signature copy only).
- VA Form SGLV8286, **Servicemen's Group Life Insurance Election and Certificate**. (original only).

- Any other VA forms related to SGLI found in the UPRG. Signed original and a photocopy.
- One copy of DD Form 214, **Certificate of Release or Discharge From Active Duty**.
- One copy of the retirement order.

2.30.4. HQ AFMPC/DPMCAA prepares a DD Form 1300 for all retiree deaths occurring 120 days after retiring and sends it to the CAR for processing survivor benefits.

2.31. Retired General Officers. CARs report the deaths of retired general officers by telephone to HQ AFMPC/DPMCAA immediately upon notification and provide this information:

- The retiree's full name, grade, and SSN.
- The date and place of death.
- The cause of death.
- The names, addresses, and telephone numbers of the NOK.
- The date and place of funeral, if available.

Table 2.1. Addresses for Reports on Deceased, Missing, and Duty Status--Whereabouts Unknown (including ANG and USAFR) Members (See notes 1, 2, 3, and 4.).	
Casualty is:	submit the appropriate report to:
an Active Air Force member	<p>Action Addresses:</p> <p>HQ AFMPC RANDOLPH AFB TX//DPMC// HQ AFSVA RANDOLPH AFB TX//SVPM// MPF MAINTAINING MEMBER'S UPRG (see notes 5 and 8)</p> <p>Information Addresses:</p> <p>APPROPRIATE MAJCOM OR SOA//DP/MORTUARY INTERMEDIATE LEVELS OF COMMAND DFAS-DE DENVER CENTER DENVER CO//FJSCA// (see note 6) HQ AFSA KIRTLAND AFB NM//SEG// HQ ARPC DENVER CO//DPAEL// (see note 7) (General Officers Only) HQ USAF WASHINGTON DC//DPG// REPORTING UNIT'S MEDICAL TREATMENT FACILITY BASE ASSIGNED CASUALTY ASSISTANCE AFIP WASHINGTON DC//CME// ZEN/OSGLI NEWARK NJ (see note 10)</p>
a USAFR member	<p>Action Addresses:</p> <p>HQ AFMPC RANDOLPH AFB TX//DPMC// HQ AFSVA RANDOLPH AFB TX//SVPM// MPF MAINTAINING MEMBER'S UPRG (see note 8)</p> <p>Information Addresses:</p> <p>HQ USAF WASH DC//REP// HQ AFRES ROBINS AFB GA//DP// APPROPRIATE MAJCOM OR SOA//DP/MORTUARY INTERMEDIATE LEVELS OF COMMAND DFAS-DE DENVER CENTER DENVER CO//FJSCA// (see note 6) HQ AFSA KIRTLAND AFB NM//SEG// HQ ARPC DENVER CO//DPAE// (see note 7) (General Officers Only) HQ USAF WASHINGTON DC//DPG// REPORTING UNIT'S MEDICAL TREATMENT FACILITY BASE ASSIGNED CASUALTY ASSISTANCE AFIP WASHINGTON DC//CME// ZEN/OSGLI NEWARK NJ (see note 10)</p>

(Table continued on next page)

Table 2.1. Continued.	
Casualty is:	submit the appropriate report to:
an ANG member	<p>Action Addresses:</p> <p>HQ AFMPC RANDOLPH AFB TX//DPMC// HQ AFSVA RANDOLPH AFB TX//SVPM// STATE OR TERRITORY ADJUTANT GENRAL MPF MAINTAINING MEMBER'S UPRG (see note 8)</p> <p>Information Addresses:</p> <p>ANGRC ANDREWS AFB MD//DPMAR/DEO/SE/ (General Officers Only) NGB PENTAGON DC//NGR-GO/AF// APPROPRIATE MAJCOM OR SOA//DP/MORTUARY INTERMEDIATE LEVELS OF COMMAND DFAS-DE DENVER CENTER DENVER CO//FJSCA// (see note 6) HQ AFSA KIRTLAND AFB NM//SEG// HQ ARPC DENVER CO//DPAEC// (see NOTE 7) (General Officers Only) HQ USAF WASHINGTON DC//DPG// REPORTING UNIT'S MEDICAL TREATMENT FACILITY BASE ASSIGNED CASUALTY ASSISTANCE AFIP WASHINGTON DC//CME// ZEN/OSGLI NEWARK NJ (see note 10)</p>
an AFROTC applicant or cadet	<p>Action Addresses:</p> <p>HQ AFMPC RANDOLPH AFB TX//DPMC// HQ AFSVA RANDOLPH AFB TX//SVPM// MPF MAINTAINING MEMBER'S UPRG (see note 8)</p> <p>Information Addresses:</p> <p>AFROTC MAXWELL AFB AL APPROPRIATE MAJCOM OR SOA//DP/MORTUARY INTERMEDIATE LEVELS OF COMMAND DFAS-DE DENVER CENTER DENVER CO//FJSCA// (see note 6) HQ AFSA KIRTLAND AFB NM//SEG// HQ ARPC DENVER CO//DPAE// (see NOTE 7) (General Officers Only) HQ USAF WASHINGTON DC//DPG// REPORTING UNIT'S MEDICAL TREATMENT FACILITY BASE ASSIGNED CASUALTY ASSISTANCE AFIP WASHINGTON DC//CME// ZEN/OSGLI NEWARK NJ (see note 10)</p>

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Table 2.1. Continued.	
Casualty is:	submit the appropriate report to:
a DAF civilian employee	Action Addresses: HQ AFMPC RANDOLPH AFB TX//DPMC// HQ AFSVA RANDOLPH AFB TX//SVPM// Information Addresses: APPROPRIATE MAJCOM OR SOA//DP/MORTUARY INTERMEDIATE LEVELS OF COMMAND DFAS-DE DENVER CENTER DENVER CO//FJSCA// (see note 6) HQ AFSA KIRTLAND AFB NM//SEG// REPORTING UNIT'S MEDICAL TREATMENT FACILITY AFIP WASHINGTON DC//CME//
a retired Air Force, ANG or USAFR member receiving or eligible to receive retirement pay (see note 9)	Action Address Only: HQ AFMPC RANDOLPH AFB TX//DPMC//

NOTES:

1. Refer to table 1.1 for reporting requirements.
2. Classified supplemental reports are sent to HQ AFMPC, appropriate MAJCOMs, the intermediate command and the casualty's home installation commander ONLY.
3. Supplemental reports are sent to DFAS-DE, AFSA, ARPC or AFIP only when they contain information of interest to those addressees.
4. Duty Status-Whereabouts Unknown (DUSTWUN) applies only to military personnel.
5. If member is in PCS status, notify both the losing commander (Action) and gaining commander (Information).
6. For Active Air Force personnel, DFAS-Denver Center CO//FJSCA//. For USAFR and ANG personnel, DFAS-Denver Center Denver CO//FJSAR//.
7. Dual Category-Commissioned officers serving as an airman in the Active Air Force.
8. The MPF maintaining the Unit Personnel Record Group (UPRG) will supplement all unknown or unconfirmed items on the initial report within four hours after receiving the initial casualty report.
9. Report on AF Form 1312, or via annuity message, as appropriate.
10. Telefax to DSN 247-0111 - offnet (201) 802-7991.

Table 2.2. Addresses for Casualty Reports on Non-Air Force Deceased, Missing, and Duty Status--Whereabouts Unknown Members (See notes 1, 2, and 3.).	
Casualty is:	Submit the Appropriate Report to:
a US Army, Navy, Marine Corps or Coast Guard member	<p>Action Addresses:</p> <p>(<i>ARMY</i>) CDRPERSCOM ALEXANDRIA VA//TAPC-PEC (NAVY) BUPERS WASHINGTON DC//663// (<i>MARINE CORPS</i>) CMC WASHINGTON DC//CODE, MHP-10// (<i>COAST GUARD</i>) US COAST GUARD WASHINGTON DC//COMDT (G-9S5)</p> <p>Information Addresses:</p> <p>HQ AFMPC RANDOLPH AFB TX//DPMC// HQ AFSVA RANDOLPH AFB TX//SVPM// APPROPRIATE MAJCOM OR SOA//DP/MORTUARY// INTERMEDIATE LEVELS OF COMMAND CASUALTY HOME INSTALLATION (DECEASED) REPORTING UNIT'S MEDICAL TREATMENT FACILITY (NAVY) COMNAVMEDCOM WASH DC AFIP WASHINGTON DC//CME//</p>
an American Red Cross representative or Air Force Contract employee	<p>Action Addresses:</p> <p>HQ AFMPC RANDOLPH AFB TX//DPMC// HQ AFSVA RANDOLPH AFB TX//SVPM// APPROPRIATE AGENCY/COMPANY/ARC</p> <p>Information Addresses:</p> <p>APPROPRIATE MAJCOM OR SOA//DP/MORTUARY// INTERMEDIATE LEVELS OF COMMAND (DECEASED) REPORTING UNIT'S MEDICAL TREATMENT FACILITY AFIP WASHINGTON DC//CME//</p>
a DoD civilian employee	<p>Action Addresses:</p> <p>HQ AFMPC RANDOLPH AFB TX//DPMC// HQ AFSVA RANDOLPH AFB TX//SVPM// CASUALTY'S HOME INSTALLATION APPROPRIATE AGENCY/COMPANY/ARC</p> <p>Information Addresses:</p> <p>APPROPRIATE MAJCOM OR SOA//DP/MORTUARY// INTERMEDIATE LEVELS OF COMMAND (DECEASED) REPORTING UNIT'S MEDICAL TREATMENT FACILITY AFIP WASHINGTON DC//CME//</p>

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Table 2.2. Continued.	
Casualty is:	Submit the Appropriate Report to:
a very important person (VIP) or United Service Organization (USO) entertainer	<p>Action Addresses:</p> <p>HQ AFMPC RANDOLPH AFB TX//DPMC// HQ AFSVA RANDOLPH AFB TX//SVPM// APPROPRIATE AGENCY/COMPANY/ARC</p> <p>Information Addresses:</p> <p>APPROPRIATE MAJCOM OR SOA//DP/MORTUARY// INTERMEDIATE LEVELS OF COMMAND (DECEASED) REPORTING UNIT'S MEDICAL TREATMENT FACILITY AFIP WASHINGTON DC//CME//</p>
a foreign national under the auspices of the Air Force	<p>Action Addresses:</p> <p>HQ AFMPC RANDOLPH AFB TX//DPMC// HQ AFSVA RANDOLPH AFB TX//SVPM// CSAF WASHINGTON DC//CVAI// MAAG//DAO// (THAT ISSUED TRAVEL ORDERS)</p> <p>Information Addresses:</p> <p>APPROPRIATE MAJCOM OR SOA//DP/MORTUARY// INTERMEDIATE LEVELS OF COMMAND CASUALTY'S HOME INSTALLATION HQ USAF WASHINGTON DC//PRI// AFSAT RANDOLPH AFB TX//CC// (DECEASED) REPORTING UNIT'S MEDICAL TREATMENT FACILITY AFIP WASHINGTON DC//CME//</p>
Air Force member's dependent, or DAF or DOD civilian employee's dependent	<p>Action Addresses:</p> <p>HQ AFMPC RANDOLPH AFB TX//DPMC// HQ AFSVA RANDOLPH AFB TX//SVPM//</p> <p>Information Addresses:</p> <p>APPROPRIATE MAJCOM OR SOA//DP/MORTUARY// INTERMEDIATE LEVELS OF COMMAND (DECEASED) REPORTING UNIT'S MEDICAL TREATMENT FACILITY AFIP WASHINGTON DC//CME//</p>

NOTES:

1. Refer to table 1.1 for reporting requirements.
2. Classified supplemental reports are sent to AFMPC, appropriate MAJCOMs, the intermediate command and the casualty's home installation commander ONLY.
3. Duty Status--Whereabouts Unknown (DUSTWUN) applies only to military personnel.

Table 2.3. Addresses for Casualty Reports on Members Very Seriously or Seriously Ill or Injured or Incapacitating Illness or Injury or Not Seriously Injured Occurring Overseas (See notes 1, 2, and 3)		
Casualty is:	and the reporting unit is:	then submit the appropriate report to:
an Active Air Force member, DAF/DoD civilian employee, or their dependent	the home installation, the installation where assigned or attached for duty, the installation nearest to or responsible for the MTF.	Action Addresses: HQ AFMPC RANDOLPH AFB TX//DPMC// CASUALTY'S HOME INSTALLATION Information Addresses: APPROPRIATE MAJCOM OR SOA//DP// INTERMEDIATE LEVELS OF COMMAND REPORTING UNIT'S MTF COMMANDER
a USAFR member		Action Addresses: HQ AFMPC RANDOLPH AFB TX//DPMC// CASUALTY'S HOME INSTALLATION Information Addresses: HQ AFRES ROBIN AFB GA//DP// APPROPRIATE MAJCOM OR SOA//DP// INTERMEDIATE LEVELS OF COMMAND REPORTING UNIT'S MTF COMMANDER
an ANG member		Action Addresses: HQ AFMPC RANDOLPH AFB TX//DPMC// CASUALTY'S HOME INSTALLATION Information Addresses: STATE OR TERRITORY ADJUTANT GENERAL APPROPRIATE MAJCOM OR SOA//DP/ NGB ANDREWS AFB MD//DPMAR/DEO/SE// NGB PENTAGON DC//NGR-GO/AF// (General Officers Only) INTERMEDIATE LEVELS OF COMMAND REPORTING UNIT'S MTF COMMANDER/
an AFROTC applicant or cadet		Action Addresses: HQ AFMPC RANDOLPH AFB TX//DPMC// CASUALTY'S HOME INSTALLATION AFROTC MAXWELL AFB AL Information Addresses: HQ AFSVA RANDOLPH AFB TX//SVPM// APPROPRIATE MAJCOM OR SOA//DP/MORTUARY// INTERMEDIATE LEVELS OF COMMAND REPORTING UNIT'S MTF COMMANDER

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Table 2.3. Continued.		
Casualty is:	and the reporting unit is:	then submit the appropriate report to:
a US Army, Navy, Marine Corps, or Coast Guard member	any AF installation having knowledge of the casualty when the appropriate service commander is unable or unavailable to submit reports	Action Addresses: (ARMY) CDRPERSCOM ALEXANDRIA VA//TAPC-PEC (NAVY) BUPERS WASHINGTON DC//663// (MARINE CORPS) CMC WASHINGTON DC//CODE,MHP-10// (COAST GUARD) US COAST GUARD WASH DC//COMDT (G-9S5) Information Addresses: HQ AFMPC RANDOLPH AFB TX//DPMC// APPROPRIATE MAJCOM OR SOA//DP// INTERMEDIATE LEVELS OF COMMAND REPORTING UNIT'S MTF COMMANDER
an ARC representative, Air Force Contract employee, or an United Service Organization (USO) entertainer	any AF installation having knowledge of the casualty	Action Addresses: HQ AFMPC RANDOLPH AFB TX//DPMC// CASUALTY'S HOME INSTALLATION APPROPRIATE AGENCY/COMPANY/ARC Information Addresses: APPROPRIATE MAJCOM OR SOA//DP// INTERMEDIATE LEVELS OF COMMAND REPORTING UNIT'S MTF COMMANDER
a Very Important Person (VIP) in the CONUS		Action Addresses: HQ AFMPC RANDOLPH AFB TX//DPMC// APPROPRIATE AGENCY/COMPANY/ARC Information Addresses: APPROPRIATE MAJCOM OR SOA//DP// REPORTING UNIT'S MTF COMMANDER
foreign national under the auspices of the Air Force in the CONUS	the home installation, the installation where assigned or attached for duty, the installation nearest to or responsible for the MTF, or any AF installation having knowledge of the casualty.	Action Addresses: HQ AFMPC RANDOLPH AFB TX//DPMC// HQ USAF WASHINGTON DC//LGFB// MAAG/DAO (THAT ISSUED TRAVEL ORDERS) Information Addresses: CSAF WASH DC//CVAI// APPROPRIATE MAJCOM OR SOA//DP// INTERMEDIATE LEVELS OF COMMAND CASUALTY'S HOME INSTALLATION REPORTING UNIT'S MTF COMMANDER

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Table 2.3. Continued.		
Casualty is:	and the reporting unit is:	then submit the appropriate report to:
an Active Air Force, ANG, or USAFR member in the CONUS, but whose NOK reside overseas	the home installation, the installation where assigned or attached for duty, the installation nearest to or responsible for the MTF, or any AF installation having knowledge of the casualty	Action Addresses: HQ AFMPC RANDOLPH AFB TX//DPMC// CASUALTY'S HOME INSTALLATION Information Addresses: APPROPRIATE MAJCOM OR SOA//DP// INTERMEDIATE LEVEL OF COMMAND REPORTING UNIT'S MTF COMMANDER
moved from one overseas hospital to another (see note 4)	the losing installation, previously responsible for reporting the casualty	Action Addresses: HQ AFMPC RANDOLPH AFB TX//DPMC// CASUALTY'S HOME INSTALLATION Information Addresses: APPROPRIATE MAJCOM OR SOA//DP// INTERMEDIATE LEVEL OF COMMAND REPORTING UNIT'S MTF COMMANDER
medically evacuated from an overseas area and remains at any hospital other than the destination hospital more than 24 hours (see notes 4 & 5)	the installation nearest to or responsible for the gaining MTF	Action Addresses: HQ AFMPC RANDOLPH AFB TX//DPMC// CASUALTY'S HOME INSTALLATION Information Addresses: APPROPRIATE MAJCOM OR SOA//DP// INTERMEDIATE LEVEL OF COMMAND REPORTING UNIT'S MTF COMMANDER
moved or medically evacuated from an overseas hospital and arrived at another hospital overseas, or in the CONUS (MOVE or BROKE) (see notes 4 & 5)	the installation nearest to or responsible for the destination MTF	Action Addresses: HQ AFMPC RANDOLPH AFB TX//DPMC// CASUALTY'S HOME INSTALLATION Information Addresses: APPROPRIATE MAJCOM OR SOA//DP// INTERMEDIATE LEVEL OF COMMAND REPORTING UNIT'S MTF COMMANDER

NOTES:

1. Refer to table 1.1 for reporting requirements.
2. Alaska and Hawaii follow overseas reporting procedures.
3. Include HQ AFMPC/DPMAD (as information addressee) when the death of an Active Air Force member is imminent and medical retirement is considered.
4. Include MPF(s) and MTF(s) at intermediate stops (as information addressees); and MPF at final destination (as action addressees).
5. Include losing installation MPF and MTF as information addressees.

Chapter 3

CASUALTY NOTIFICATIONS

Section A--General Information

3.1. Overview.

3.1.1. The Air Force provides dignified, considerate, and humane notification to family members and other designated persons as promptly as possible after it determines a member's casualty status.

3.1.2. Notify the NOK as indicated in tables 1.1 and 1.2.

3.1.3. An Air Force representative notifies the NOK of deceased, DUSTWUN, and missing members in person whenever feasible.

3.1.4. Either the member's commander, a designated representative (a field grade officer from the member's unit), or HQ AFMPC/DPMCAC notifies the NOK by telephone for VSI, SI, and NSI members and members with an III.

3.2. Responsibilities.

3.2.1. An Installation Commander:

3.2.1.1. Ensures that an appropriate officer notifies the NOK for casualties:

- To members assigned to the commander's installation.
- Occurring on or in the vicinity of the installation.
- Resulting from activities associated with the installation.

3.2.1.2. Decides whether to notify NOK of non-DoD civilians injured or killed on the commander's installation or during an orientation flight or a civic leader tour airlift (see paragraph 3.3).

3.2.2. See AFI 36-809 (formerly AFR 40-717) for notification responsibilities and procedures for injured or killed Air Force or DoD civilian employees.

3.2.3. If a member's dependent is injured or dies at an Air Force hospital, the attending physician, the member's commander or a representative, or the hospital commander notifies the member.

3.2.4. HQ AFMPC/DPMCAC:

3.2.4.1. Cooperates with installation commanders in the notification process.

3.2.4.2. Either notifies NOK not residing on or in the vicinity of the reporting base (at the responsible CAR's request) or directs other CARs or officers to notify the NOK.

3.2.4.3. Instructs the reporting base's notification officer when a CAR is not available.

3.2.5. The CAR:

3.2.5.1. Instructs the notification officer.

3.2.5.2. Gives notification officers a copy of the Casualty Notification Officer Checklist (see attachment 16).

3.2.6. Other military Services notify the NOK of their own members.

3.3. Notifying NOK of Non-DoD Civilians.

3.3.1. If Air Force officials notify the NOK, follow the same procedures as for military members.

3.3.2. The reporting agency (installation command post, security police, and so on) promptly notifies the CAR and the Public Affairs office and works closely with the installation commander to ensure that the appropriate official makes proper notifications. **NOTE:** AFI 35-201 requires that the Public Affairs office sponsoring an orientation flight or a civic leader tour airlift for non-DoD civilians obtain the names, addresses, and telephone numbers of persons to notify in case of emergency.

3.4. Preparing the Notification Letter.

3.4.1. You do not give the NOK a notification letter when the member's commander or a designated representative personally notifies the NOK.

3.4.2. HQ AFMPC/DPMCAC dictates notification letters over the telephone to either the CAR or the notification officer. **NOTE:** See attachment 17 for help in preparing a notification letter for deceased personnel.

3.4.3. The CAR prepares the appropriate notification letter shown in attachments 18 and 19.

3.5. Arranging Transportation for the Notification Officer.

3.5.1. The CAR with help from the Transportation Officer provide a vehicle for the notification officer.

3.5.2. AFI 24-301, *Vehicle Operations* (formerly AFR 77-310, volume 1), allows use of base vehicles for casualty notifications beyond the usual permissible operating distance.

3.5.3. Use only sedans or station wagons.

3.5.4. If you use a private vehicle, submit SF Form 1164, **Claim for Reimbursement for Expenditures on Official Business**, to the local AFO for reimbursement of expenses.

3.6. Sending Condolence Telegrams or Mailgrams.

3.6.1. HQ AFMPC/DPMCAC sends condolence telegrams or mailgrams to NOK who are already aware of a member's death or DUSTWUN or missing status in order to:

- Officially acknowledge the casualty status of a member.
- Convey initial condolences to the NOK.

3.6.2. HQ AFMPC/DPMCAC sends condolence telegrams or mailgrams to NOK who were either:

- Present when the casualty occurred.
- Already notified by a source other than the Air Force.

3.6.3. HQ AFMPC/DPMCAC sends these telegrams or mailgrams on behalf of the Commander, Air Force Military Personnel Center.

3.7. Persons To Notify:

3.7.1. All primary and secondary next of kin (PNOK and SNOK) (see attachment 1, section C, Next of Kin).

EXCEPTION: See paragraph 3.7.2.

3.7.2. Other persons listed on DD Form 93 if the casualty is an active duty member. **EXCEPTION:** Notify persons listed in item 9 only if they will receive the death gratuity payment or they are listed elsewhere on the form.

3.7.2.1. If you have reason to believe that the Air Force should not directly notify any person because of ill health or any other reason, ask other persons listed on DD Form 93 for the name and address of someone to notify the person and send the information to HQ AFMPC/DPMCAC.

3.7.2.2. If the address of a person listed on DD Form 93 is unknown or incorrect, ask others listed on the form for the correct address.

3.7.2.3. Any other beneficiary of a deceased member.

3.7.3. Persons listed on VA Form SGLV8286.

3.7.4. See chapter 7 for guidelines on DD Form 93.

3.7.5. NOK of DAF and DoD civilian employee based on the information in the employee's personnel records. See AFI 36-809 for additional guidelines.

3.8. Notifying the NOK of Foreign Nationals in the United States Under the Auspices of the Air Force.

3.8.1. If the NOK live nearby, the commander of the foreign national's assigned installation oversees notification.

3.8.2. HQ AFMPC/DPMCAC notifies NOK in the United States who are not in the vicinity of the home installation.

3.8.3. The orders-issuing headquarters (Military Assistance Advisory Group, Defense Attaché Office, and so forth) notifies NOK in the foreign national's home country in accordance with AFI 16-105, *Joint Security Assistance Training (JSAT)* (formerly AFR 50-29).

3.9. Organ and Tissue Donation.

3.9.1. DoDD 6465.3, *Organ and Tissue Donation*, establishes DoD policy and procedures for organ and tissue donations.

3.9.2. Only medical personnel contact the NOK concerning organ and tissue donations. **NOTE:** In no case will the CAR or the notification officer discuss organ or tissue donation with the NOK.

3.9.3. If the PNOK is not available for donation approval, the Medical Treatment Facility (MTF) Commander ensures that the SNOK are aware of the patient's condition before the MTF contacts them about donating organs or tissue.

Section B--Notifications for Deceased, DUSTWUN, and Missing Personnel**3.10. Making Notifications.**

3.10.1. The Air Force notifies the NOK in person whenever possible. **EXCEPTIONS:** See paragraphs 3.10.2 and 3.10.3.

3.10.2. The Air Force honors PNOK's wishes to notify the SNOK (for example, if the spouse wishes to notify the parents).

3.10.2.1. HQ AFMPC/DPMCAC sends a condolence telegram or mailgram to the SNOK after the PNOK notifies them (see paragraph 3.5).

3.10.3. If a NOK calls the Air Force to ask about a member's status before they receive official notification, the member's commander or a designated representative tells the caller the member's status during the call.

3.10.3.1. Be as compassionate as possible.

3.10.3.2. Advise the caller of the Air Force's progress in notifying other NOK (for example, tell them if a notification team is on the road).

3.10.3.3. Such telephone notification does not preclude the requirement for a circumstance or condolence letter, as appropriate.

3.10.4. HQ AFMPC/DPMCAC or an installation commander assigns Active Air Force, ANG, and USAFR field grade officers to make notifications on behalf of the Air Force Chief of Staff. **EXCEPTION:** HQ AFMPC/DPMCAC may assign other officers to notifications duty.

3.10.5. Notifications duty:

- Has priority over all other duties, except in emergencies.
- Requires service dress uniform.

3.10.6. Notification officers must be of equal or higher grade than the member they report on.

3.10.7. If the NOK live on or near the member's installation, the member's wing, group, or squadron commander (or other officer, as determined by the installation commander) personally notifies them.

3.10.8. If the NOK do not live near the home installation:

3.10.8.1. The reporting CAR asks HQ AFMPC/DPMCAC to notify them.

3.10.8.2. HQ AFMPC/DPMCAC contacts the CAR or other appropriate officer at the installation nearest to the NOK and instructs him or her to personally notify the NOK.

3.10.9. When an officer other than the unit commander notifies the NOK, the unit commander must personally visit them as soon as possible. **EXCEPTION:** The installation commander may waive this requirement as the circumstances of the casualty dictate.

3.10.10. For ANG casualties, HQ AFMPC/DPMCAC:

3.10.10.1. Contacts the member's state or territory adjutant general (or a designated representative) before beginning the notification process.

3.10.10.2. Offers the adjutant general or designated representative the opportunity to notify the NOK.

3.10.10.3. Provides appropriate notification guidance and information.

3.10.11. If unable to contact the adjutant general or otherwise ensure prompt notification, HQ AFMPC/DPMCAC assigns the installation or officer closest to the NOK notification responsibility.

3.10.12. Medical personnel and an Air Force chaplain accompany the notification officer, if available, to attend to any reaction of the NOK.

3.10.13. The commander may ask a close friend of the member's family to accompany the notification team, provided it does not delay the notification.

3.10.14. Encourage the notification officer to contact local law enforcement officials if you think their assistance is necessary to protect the notification team in a dangerous area, or if they might help the officer locate NOK with rural route or post office box addresses.

3.10.15. The notification officer must be alert to the needs of the NOK and represent the Air Force in a professional manner. Stereotyped procedures are not appropriate. At a minimum, the officer should:

3.10.15.1. Identify himself or herself as a representative of the Air Force Chief of Staff.

3.10.15.2. Paraphrase the circumstances the notification letter describes (see attachments 18 or 19), if applicable (see paragraph 3.3).

3.10.15.3. Give the error-free notification letter to the NOK, if applicable.

3.10.15.4. Avoid making detailed statements about the incident. Refer the NOK to HQ AFMPC/DPMCAC for additional information on overseas casualties, or to the home installation commander for information on CONUS casualties. **EXCEPTION:** If the notification officer is the member's commander or a designated representative and has first-hand knowledge of the circumstances, he or she may give the NOK additional information.

3.10.15.5. Inform NOK eligible for casualty assistance that a CAR will contact them within 24 hours to arrange for a casualty assistance visit at their convenience.

3.10.15.6. Defer all questions about survivor benefits, burial, or similar matters to the qualified persons responsible for discussing these items.

3.10.16. If the notification team cannot locate the NOK, the notification officer immediately contacts HQ AFMPC/DPMCAC by telephone from the NOK's area for further guidance.

3.11. Verifying Notification.

3.11.1. After the notification is complete, the notification officer telephones HQ AFMPC/DPMCAC as soon as possible from the NOK's area with:

- The time of notification.
- The NOK's telephone number.
- The NOK's address.
- Any unusual events or NOK comments.

3.11.2. HQ AFMPC/DPMCAC notifies the reporting and assistance bases by telephone that the notification is complete.

3.12. Updating the NOK on Search Progress.

3.12.1. The installation commander or the on-scene commander provides the NOK with daily search progress updates.

3.12.2. For personnel who are DUSTWUN or missing in the CONUS:

3.12.2.1. A CONUS commander informs NOK living in the CONUS of the search progress.

3.12.2.2. The CONUS commander may request HQ AFMPC/DPMCAC assistance to update NOK who live overseas.

3.12.3. For personnel who are DUSTWUN or missing overseas:

3.12.3.1. HQ AFMPC/DPMCAC updates NOK living in the CONUS or at an overseas location other than on or near an Air Force base.

3.12.3.2. The overseas reporting base updates NOK who live on or near the base.

3.13. Notifying NOK of the Return to Military Control (RMC) of DUSTWUN and Missing Personnel.

3.13.1. Make these notifications by the fastest method possible.

3.13.2. The reporting installation's commander notifies the NOK. **EXCEPTION:** If RMC occurs overseas, commanders may request that HQ AFMPC/DPMCAC make notification.

Section C--Notifications for VSI, SI, III and NSI Personnel

3.14. Making Notifications.

3.14.1. The Air Force normally notifies the NOK of these casualties by telephone. Consider making a personal notification only if you know the NOK are in ill health.

3.14.2. Honor the member's wishes on notifying NOK when the member can communicate them. **EXCEPTION:** A commander may notify NOK against the member's wishes if the commander decides it's necessary.

3.14.3. If the member can't communicate, either the PNOK or the Air Force must notify the NOK listed on the member's DD Form 93, items 4 through 7 and 8, as applicable. **NOTE:** If there is no adult PNOK (such as for a member who is a single parent or divorced) the Air Force notifies the NOK.

3.14.4. The member's commander notifies the NOK and keeps them informed of the member's medical progress.

EXCEPTION: HQ AFMPC/DPMCAC performs these duties if the member is hospitalized overseas and the NOK live in the CONUS or the member is hospitalized in the CONUS and the NOK live overseas.

3.14.5. The member's commander may delegate notification duties to the member's first sergeant or the attending physician. **EXCEPTION:** If the NOK's ill health requires a personal notification, a master sergeant through chief

master sergeant or any commissioned officer must notify the NOK.

3.14.6. In all cases, the individual notifying the NOK should be of equal or higher grade than the ill or injured member.

3.14.7. Consider following the procedures outlined in paragraph 3.7.3.

3.14.8. The member's commander must maintain close communication with the hospital to ensure that an appropriate official notifies the NOK.

3.14.9. See paragraph 2.22 for guidance on invitational travel orders for the NOK.

3.14.10. Send the NOK a medical progress update within 24 hours of the initial notification and at least every 4 days thereafter.

3.14.11. Send the NOK an update whenever the member's condition changes (see paragraph 2.26).

3.14.12. The servicing CAR contacts HQ AFMPC/DPMCAC to determine whether to notify the NOK when:

- The Air Force evacuates a member (BROKE) from overseas to the CONUS.
- An evacuated member remains at a hospital en route for over 24 hours.

Chapter 4

CASUALTY ASSISTANCE

Section A--General Information

4.1. Overview.

4.1.1. The Air Force provides casualty assistance to the family members and other designated beneficiaries (see tables 1.1 and 1.2.) of deceased and missing members.

4.1.2. Casualty assistance includes:

- Counseling regarding rights.
- Help with filing applications for benefits and privileges.
- Resolving problems and complaints.

4.2. Responsibilities.

4.2.1. The MPF Chief assigns a Casualty Assistance Representative (CAR) to provide casualty assistance to the PNOK of military members and retirees.

4.2.2. HQ AFMPC/DPMCAC or DPMCAA match the PNOK's ZIP code to the list in attachment 20 to determine the casualty assistance office with primary responsibility.

4.2.2.1. When there is more than one PNOK (for example, a single member with divorced parents) assign primary responsibility based on which PNOK receives the most benefits.

4.2.3. Installations within a single ZIP code may informally transfer assistance responsibilities.

4.2.3.1. To formalize such arrangements, the affected CARs submit coordinated five-digit breakdowns within their area of responsibility through their respective MAJCOM to HQ AFMPC/DPMCAA for approval.

4.2.4. The CAR assigned primary responsibility matches the SNOK's ZIP codes to the list in attachment 20 to determine which other installations must provide casualty assistance services.

4.2.5. Assisting CARs notify the primary CAR of the dates the SNOK or other beneficiaries applied for and received benefits.

4.2.6. HQ AFMPC/DPMCAA resolves any difficulties in coordinating casualty assistance services between the primary and assisting CARs.

4.2.7. For ANG members, HQ AFMPC/DPMCAA instructs the Chief of the servicing ANG MPF to assign casualty assistance responsibilities. **NOTE:** If the servicing ANG MPF does not have casualty assistance capabilities, HQ AFMPC/DPMCAA assigns casualty assistance responsibility to an Air Force installation (using attachment 20) and clarifies the NOK's questions on benefits and claims.

4.3. Establishing Initial Contact.

4.3.1. The CAR contacts the PNOK within 24 hours of learning of a casualty.

4.3.2. Make contact with other beneficiaries as soon as possible. You don't have to do this within 24 hours.

4.3.3. Make initial contacts by telephone or in person.

4.3.4. Find out if there are any immediate problems, confirm addresses, and offer to arrange a casualty assistance visit for the individual's most convenient date and location.

4.3.5. A casualty assistance visit to the PNOK is mandatory whenever:

- An Active Air Force, ANG, or USAFR member dies or is declared missing.
- A retiree dies within 120 days of retiring.

4.3.6. Offer a casualty assistance visit to the PNOK of retirees who die more than 120 days after retiring or assist them by mail and telephone if they agree.

4.3.7. Offer casualty assistance visits to any beneficiary besides the PNOK or assist them by mail and telephone if the individual agrees.

4.4. Reporting Additional NOK Information. A CAR who receives relevant new information from any NOK must:

- Immediately notify HQ AFMPC/DPMCAA by telephone.
- Confirm the information with a supplemental message to HQ AFMPC/DPMCAA by the next duty day.

Section B--Active Air Force, ANG, and USAFR Casualty Assistance Procedures

4.5. General Procedures. The CAR follows these guidelines:

- 4.5.1. Must visit the PNOK at least once.
- 4.5.2. Make additional visits and telephone calls as required.
- 4.5.3. For deceased members:
 - 4.5.3.1. Give the PNOK a copy of attachment 21. Complete and explain the necessary claim forms for applicable benefits. See table 4.1 for benefits laws and publications and table 4.2 for the required documentation to submit with applications.
 - 4.5.3.2. Submit the PNOK's applications and supporting documentation to the appropriate agencies as soon as possible.
 - 4.5.3.3. Ask the Veterans Services Officer (VSO) from the Department of Veterans Affairs Regional Office to participate in the visit to the PNOK when they require Dependency and Indemnity Compensation (DIC) counseling and complete applications
 - 4.5.3.4. When the VSO is not available, the CAR must counsel the PNOK and file the application for DIC--either the VA Form 21-534, **Application for Dependency and Indemnity Compensation or Death by Surviving Spouse or Child**, or VA Form 21-535, **Application for Dependency and Indemnity Compensation By Parents**.
 - 4.5.3.5. See paragraph 5.10 for additional guidance.
- 4.5.4. For missing members:
 - 4.5.4.1. Inform HQ AFMPC/DPMCB:
 - Whether the PNOK has a valid power of attorney and if so, of its type and expiration date.
 - If the PNOK have or anticipate any legal problems.
 - Whether you helped the PNOK arrange for increased or special allotments through DFAS-DE.
 - 4.5.4.2. Advise dependents that they may occupy excess government family housing at any installation.

4.6. Helping the NOK Obtain Information. The CAR follows these guidelines:

- 4.6.1. You must inform the NOK of their right under Public Law (PL) 102-484, Section 1072, *National Defense Authorization Act*, to request a copy of the casualty case file and documentation obtained relating to the casualty, and provide it when requested.
- 4.6.2. You must help the NOK obtain:
 - Any protected documents they may have a right to see under the Freedom of Information Act (FOIA).

- Any other unclassified documents not readily available.

4.6.3. Inform the PNOK of deceased or missing members involved in military aircraft accidents or suspected friendly fire incidents that they may obtain a copy of the releasable investigation report by writing to the staff judge advocate of the MAJCOM conducting the investigation.

4.6.3.1. Help the PNOK make such a request.

4.6.3.2. Request investigation reports on ANG aircraft accidents from NGB/JA, Washington DC 20310-2500.

4.6.4. If an AFOSI investigation is in progress on a death (for example, suicides, homicides, suspicious deaths where cause or manner of death is unknown or the Air Force suspects foul play) or on a missing member, and the NOK want to see the closed report, advise them that they may request the information under the FOIA.

4.6.4.1. Help the NOK follow the appropriate procedures in AFI 37-131 (formerly AFR 4-33).

4.6.4.2. Ensure that the NOK include the member's full name, date and state of birth, SSN, and military service affiliation in requests for AFOSI reports.

4.6.4.3. Send requests for AFOSI reports in writing to HQ AFOSI/IMDAS, 226 Duncan Avenue Suite 2100, Bolling AFB DC 20332-0001.

4.7. Providing Benefits Assistance. The CAR follows these guidelines:

4.7.1. General Procedures.

4.7.1.1. Discuss with the NOK all benefits listed on AF Form 58, **Casualty Assistance Summary (Transmittal)**.

4.7.1.2. Complete the form using the instructions in attachment 23 and briefly summarize any problems in the remarks section.

4.7.2. Financial Assistance.

4.7.2.1. Ask the family about their immediate needs.

4.7.2.2. If the family needs and is eligible for the death gratuity, ask the local FSO for assistance.

4.7.2.3. If the family isn't eligible for the death gratuity, or if immediate payment is not possible, contact the nearest Red Cross or Air Force Aid Society representative, with the family's permission.

4.7.3. Housing Assistance.

4.7.3.1. Tell NOK that:

- The Air Force conducts a Line of Duty (LOD) and misconduct investigation on any deceased active duty member who was receiving with dependent rate Basic Allowance for Quarters (BAQ) and Variable Housing Allowance (VHA) or whose dependents live in or are eligible for Government family quarters (see AFI 36-2910, *Line of Duty and Misconduct Determination* (formerly AFR 35-67), and 37 U.S.C. Section 403[1]).
- Depending on the LOD determination, they will receive the BAQ and VHA allowance or may stay in military housing for up to 90 days.

- The LOD investigation is a completely independent process and you will refer their inquiries to the local MPF Special Actions.
- 4.7.3.2. Contact the base housing office for more detailed guidance and procedures.
- 4.7.3.3. Tell NOK planning to live outside the CONUS that:
- Military privileges may or may not be available to them.
 - The government will not pay import duties on items such as household goods and automobiles.
- 4.7.3.4. Contact the overseas installation nearest their planned residence to obtain current information about military privileges and import duties, and send the information in writing to the NOK (see AFI 24-101, *Passenger Travel* [formerly AFR 75-8]).
- 4.7.3.5. Tell NOK living overseas that due to host country restrictions in Status of Forces Agreements they may have to live independently of the overseas installation. Summarize the relevant information on the AF Form 58.

4.8. Other Assistance. The CAR addresses these other matters:

4.8.1. Fraudulent Claims.

- 4.8.1.1. Counsel the NOK about possible fraudulent claims against the deceased member's estate.
- 4.8.1.2. Advise them to refer any suspicious requests for money to the summary court officer or the executor of the deceased member's estate.

4.8.2. Identification Card.

4.8.2.1. Obtain and destroy whichever of these military identification (ID) cards the member carried:

- DD2AFACT, **United States Armed Forces Identification Card.**
- DD2AFRES, **Armed Forces of the United States Identification Card.**
- DD2Ret, **United States Uniformed Services Identification Card.**

4.8.2.2. Document the card number, issue date, and expiration date, in the remarks section of the AF Form 58 and ask the PNOK if there are any CHAMPUS claims pending against the member's ID card.

4.8.3. Harassment or Threats.

4.8.3.1. Advise the NOK to contact you immediately if anyone harasses them, either by telephone or in threatening letters.

4.8.3.2. Inform the local OSI of such threats or harassment.

4.8.4. **Special Surveillance.** Arrange for local police to watch the NOK's home while they are away for the funeral, if you feel it is necessary.

4.8.5. Mortuary Matters.

4.8.5.1. Don't try to answer questions about:

- The recovery, identification, preparation, or shipment of remains.

- Escorts, military honors, and personal property.

4.8.5.2. Refer these questions to the local Mortuary Services Officer or HQ AFSVA/SVPM 9504 IH-35 North, Suite 200, San Antonio, TX 78233-6635 (1-800-531-5803).

4.8.6. Awards and Decorations.

4.8.6.1. Do not discuss pending awards or decorations. Wait until HQ AFMPC/DPMASA or other approval authority issues the final awards.

4.8.6.2. If the family has questions, contact HQ AFMPC/DPMASA, DSN 487-5880) or other applicable approval authority for further instructions.

4.8.7. Civilian Death Certificates.

4.8.7.1. Tell the NOK they might need copies of the civilian death certificate in the future.

4.8.7.2. Explain that the Air Force is not authorized to purchase the death certificates for the NOK.

4.8.7.3. Provide the cost of the document and the address of the appropriate state vital statistics office or health department.

4.8.7.4. Refer the NOK to the funeral director for help in obtaining copies of the death certificate.

4.8.8. Federal Income Tax Refunds and Credits.

4.8.8.1. Tell the NOK that special tax rules apply if:

- An active duty member dies in a combat zone or from wounds, disease, or injuries received in a combat zone.
- The Air Force declares a missing member deceased (applies to members missing in action, captured by a hostile force, or involuntarily detained in a foreign country).
- A member or civilian US employee dies from wounds or injuries received in a terrorist or military action outside the United States.

4.8.8.2. Refer the NOK to Internal Revenue Service Publication 3, *Tax Information for Military Personnel*, for guidance on claiming tax refunds and credits for deceased active duty members (including reservists called to active duty).

4.8.8.3. HQ AFMPC/DPMCAA notifies the primary CAR if IRS refunds and credits rules apply and completes a DD Form 1300 for the NOK with the remark, "Internal Revenue Code, Title 26 U.S.C., Section 692, applies."

4.8.9. Lapel Buttons.

4.8.9.1. Give the Gold Star lapel button to the NOK of United States Armed Forces members killed:

- In an action against an enemy of the United States.
- While serving with a friendly foreign force.

4.8.9.2. Give the regular lapel button to the PNOK of United States Armed Forces members killed:

- While serving on extended active duty.
- While assigned to an AFRES or ANG unit in a drill status.

4.8.9.3. Issue lapel buttons for any member killed after 29 March 1973.

4.8.9.4. See AFI 36-2803, *Individual and Unit Awards and Decorations* (formerly AFR 900-48) for further information.

4.9. Providing Benefits Assistance to Parents of a Deceased Member. The CAR follows these guidelines:

4.9.1. Advise the parents of a deceased member of their possible entitlement to VA and Social Security benefits and how to apply.

4.9.2. Do this in a letter (see attachments 24 and 25) no later than 15 days after the first contact with the PNOK.

EXCEPTION: If the parents are the PNOK, advise them in person during the initial casualty assistance visit.

4.10. Additional Casualty Assistance Visits or Contacts. The CAR follows these guidelines for additional visits or later contact with the NOK:

4.10.1. Contact the PNOK of deceased members at least once every 30 days for the first 4 months after the member's death and at least once every 60 days thereafter until you close the case. Make additional contacts based on problems encountered and the PNOK's desires.

4.10.2. Contact the PNOK of missing members at least once every 30 days for the first year and at least once every 3 months thereafter for as long as the member remains in a missing status. Make additional contacts at the PNOK's discretion.

4.10.3. Contact the SNOK if HQ AFMPC/DPMCAA requests it.

4.10.4. Note all contacts on the AF Form 58.

4.10.5. Give the NOK a copy of attachment 21 if they don't already have one.

4.10.6. Give the NOK additional advice regarding benefits, if necessary, and help them file claims and applications.

4.10.7. Ask about the status of benefits claims or applications they've already filed and offer to help expedite settlement.

4.10.8. Return one-of-a-kind documents or items with sentimental value to the NOK in person if possible or by certified mail, return receipt requested.

4.11. Transferring Casualty Assistance Cases.

4.11.1. HQ AFMPC/DPMCAA monitors the transfer of all case files.

4.11.2. Don't transfer cases when the PNOK leaves the area temporarily. Transfer a case only when the PNOK leaves the area permanently and provides a firm address or location.

4.11.3. Don't transfer the case if the PNOK doesn't want it transferred.

4.11.4. Don't transfer a case to an overseas installation without the approval of HQ AFMPC/DPMCAA.

4.11.5. To transfer a case:

4.11.5.1 Immediately notify HQ AFMPC/DPMCAA and the gaining CAR.

4.11.5.2. Review the AF Form 58 and verify and update all entries except addresses. **NOTE:** The gaining CAR updates addresses when he or she closes the case.

4.11.5.3. Forward the case file to the gaining CAR, including a typed original and one legible copy of the partially completed AF Form 58.

4.11.5.4. Use the "1st IND To" and "From," on the AF Form 58.

4.11.5.5. Send HQ AFMPC/DPMCAA and DFAS-DE/FJSCA a copy of the AF Form 58 and keep a file copy for 6 months.

4.11.5.6. Send the case file by certified mail, return receipt requested.

4.11.5.7. Telephone (if in the CONUS) or send a message (if overseas) to the gaining CAR when you mail the case file and ask the gaining CAR to contact you if the case file does not arrive.

4.11.6. The gaining CAR complies with paragraph 4.3.

EXCEPTION: If the losing CAR makes a casualty assistance visit or the PNOK advises that additional visits are not necessary, this requirement is waived. This does not preclude a visit if the PNOK wants one.

4.12. Closing Casualty Assistance Cases. Closing casualty assistance cases is an administrative action. It does not preclude further aid to the NOK (such as appealing denials of benefits). The CAR follows these procedures to close a case:

4.12.1. Close a case as soon as you have provided complete and satisfactory assistance.

4.12.2. Close cases on deceased members within 6 months from the date of death.

4.12.3. Don't hold open a case to complete items 10h through 10k on AF Form 58. Counsel the NOK and enter the date counseled.

4.12.4. Request an extension from HQ AFMPC/DPMCAA in a memorandum or message if benefits aren't settled by 5 months after the date of death. Include the reason for an extension, efforts you made to resolve the problems, and the date when you think you will be able to close the case.

4.12.5. Close cases involving members returned to military control from a missing status within 90 days after the member's return to military control.

4.12.6. Submit the original AF Form 58 to HQ AFMPC/DPMCAA to administratively close a case.

4.12.7. Type the form, properly complete all items, accurately record dates, and sign the form.

4.12.8. If more than one installation provided assistance, comply with paragraph 4.2.4 before submitting the AF Form 58.

4.13. Disposition of Casualty Assistance Case Files.

See AFI 37-138, for disposition instructions.

Section C--Retiree Casualty Assistance Procedures

4.14. General Procedures. The CAR follows these guidelines:

- 4.14.1. Establish initial contact by telephone or in person.
- 4.14.2. Determine if a casualty assistance visit is necessary (see paragraph 4.3.6.) or if you can assist the NOK through mail and telephone contacts.
- 4.14.3. Give or send the PNOK these items:
 - A copy of attachment 22.
 - All necessary claim forms (partially complete before mailing).
 - An error-free cover letter tailored to their needs (see attachment 26).
- 4.14.3.1. Sign the cover memorandum or have the NCOIC Customer Support element sign it.
- 4.14.4. See table 4.1 for laws and publications concerning benefits and table 4.3 for documentation to submit with applications.
- 4.14.5. Mail all applications for arrears of pay (AOP) with supporting documentation to DFAS-CL/Code ROCD, PO Box 99191, Cleveland, OH 44100-1126.
- 4.14.5.1. When AOP is divided, the primary CAR submits all applications in one package.
- 4.14.6. Send a copy of the civilian death certificate, as soon as you receive it, to USAF AL/AOEP, 2510 Kennedy Drive Ste 3, Brooks AFB TX 78235-5119.
- 4.14.7. Discuss all the benefits listed on AF Form 58.
- 4.14.8. See attachment 23 for instructions on completing the form.
- 4.14.9. Help the PNOK with any claims processing problems.
- 4.14.10. Contact PNOK applying for extensive or long-term benefits:
 - At least once every 30 days for the first 2 months after the retiree's death.
 - At least once every 60 days thereafter until they receive all benefits.
- 4.14.11. Monitor cases for receipt of AOP, SBP, or RSFPP.
- 4.14.12. Help the PNOK apply for monthly Social Security and VA benefits. You don't have to monitor their receipt.
- 4.14.13. Provide casualty assistance to the NOK of retirees who die within 120 days of retiring the same as you would to the NOK of Active Air Force casualties (see paragraph 4.7).
- 4.14.13.1. Contact these PNOK at least once every 30 days for the first 4 months after the member's death and at least once every 60 days thereafter until they have received all benefits, including monthly Social Security and VA benefits.
- 4.14.14. Contact SNOK and estate executors according to their needs, as determined during your initial contact with the PNOK and as recorded in item 11 on AF Form 58.

4.15. Processing SBP or RSFPP Annuities at Installations with DRAS-APS Access.

4.15.1. Payment should begin within 30 days of the death notification date. The CAR and local FSO must process the annuity in time to meet this goal.

4.15.2. The CAR:

4.15.2.1. Informs the local FSO of a confirmed death.

4.15.2.2. Gives the FSO the retiree's:

- Name, SSN, date of retirement, and grade.
- The date of death.

4.15.3. The FSO gives the CAR information on the deceased's retired pay and beneficiary.

4.15.4. The CAR obtains the required annuity documentation (see table 4.3) from the beneficiary within 10 workdays and gives it to the FSO for processing.

15.4.1. If the CAR can't meet this deadline, he or she notifies DFAS-DE/FRB in an annuity suspense status message (with an information message copy to HQ AFMPC/DPMCAA) that includes:

- The retiree's name, grade, and SSN.
- The date of death.
- The date the CAR anticipates completing the annuity documentation.
- The CAR's grade, name, and Defense Switch Network (DSN).

4.15.5. The local FSO:

4.15.5.1. Determines the need for additional documents, depending on data already in DRAS-APS, and advises the CAR accordingly.

4.15.5.2. Sends all documentation directly to DFAS-DE.

4.15.5.3. Advises the CAR if security restrictions or questionable entitlements prevent DFAS-DE from processing the annuity package.

4.15.6. If the NOK will divide the SBP/RSFPP annuity (for example, if the deceased member had two eligible children, but only one resides with the spouse):

4.15.6.1. The assisting CAR sends all documentation to the primary CAR, using overnight mail service if possible.

4.15.6.2. The primary CAR gives the documentation to his or her local FSO.

4.15.7. The CAR contacts the local FSO prior to checking with DFAS-DE on the status of a new or established annuity, or DFAS-CL on death gratuity payments or arrears of pay.

4.15.8. The CAR keeps copies of all documentation until he or she destroys the casualty case file.

4.16. Processing SBP or RSFPP Annuities at Installations without DRAS-APS Access.

4.16.1. Payment should begin within 30 days of the death notification date. The CAR and DFAS/DE-FRB must process the annuity in time to meet this goal.

4.16.2. The CAR informs DFAS-CL/ROCD by telephone of a confirmed death on the same day he or she receives notification.

4.16.3. DFAS-CL/ROCD immediately gives the CAR information on the deceased:

- Retired pay account, including SBP or RSFPP election, allotment, net pay, VA, and retirement pay.
- Beneficiary.

4.16.4. The CAR contacts the NOK to obtain the required documentation:

4.16.4.1. Consider the wishes of the NOK.

4.16.4.2. Make a personal visit to review the supporting documentation.

4.16.5. The CAR completes the claims and sends them with the supporting documentation (see table 4.3.) directly to DFAS-DE/FRB, 6760 E Irvington Pl, Denver CO 80279-6000 or DFAS-CL/ROCD, PO Box 99191, Cleveland, OH 44100-1126.

4.16.6. After sending the application package, the CAR immediately sends one of these SBP annuity message:

4.16.6.1. If the beneficiary is the spouse or an insurable interest person, send the message to DFAS-DE/FRBS, with an information copy message to HQ AFMPC/DPMCAA. Follow these instructions to complete the message:

- Part I -- Retiree Death Information.
 - Item 1. Enter the retiree's name and grade.
 - Item 2. Enter the retiree's SSN.
 - Item 3. Enter the date and place of death as recorded on the death certificate.
 - Item 4. Enter the cause of death as recorded on the death certificate.
- Part II -- Spouse or Insurable Interest Person Information (as applicable).
 - Item 1. Enter the beneficiary's name.
 - Item 2. Enter the beneficiary's SSN.
 - Item 3. Enter the beneficiary's date of birth.
 - Item 4. Enter the beneficiary's marriage date (or N/A).
 - Item 5. Enter the name of the beneficiary's guardian (or N/A).

NOTE: If the beneficiary is mentally incompetent, you must obtain guardianship papers and a doctor's statement if incompetency reason is not given in court documents..

- Item 6. Enter the beneficiary's mailing address.
- Item 7. If the spouse is unable sign the documents, provide a copy of the (DOA) and reason spouse is unable to sign (i.e., due to a physical disability).
- Part III. Enter this statement: "All forms, including required additional documentation, are complete and signed. All information is verified against the applicable documents. Information certified by: (Your grade, name, and DSN)."

4.16.6.2. If the beneficiary is one or more children, send the message to DFAS-DE/FRBS, with an information copy message to HQ AFMPC/DPMCAA. Follow these instructions to complete the message:

- Part I -- Retiree Death Information.
 - Item 1. Enter the retiree's name and grade.
 - Item 2. Enter the retiree's SSN.

- Item 3. Enter the date and place of death as recorded on the death certificate.
- Item 4. Enter the cause of death as recorded on the death certificate.

• Part II -- Children Information.

- Item 1. Enter each child's name, date of birth, SSN, and relationship to the retiree. **NOTE:** List all children under 23 whether they're eligible or not. Explain why any children are ineligible.
- Item 2. Enter the mailing address.
- Item 3. Enter each beneficiary's school term beginning and ending dates.
- Item 4. Enter the name of any custodian or guardian (or N/A).

NOTE: If an adult beneficiary is unable to handle financial affairs, you must obtain guardianship papers. If child is disabled submit a current doctor's statement providing date the child became disable and if permanent or temporary.

- Part III. Enter this statement: "All forms, including required additional documentation, are complete and signed. All information is verified against the applicable documents. Information certified by: (Your grade, name, and DSN)."

4.16.7. The CAR transmits the SBP annuity message to DFAS-DE/FRB, with an information message copy to HQ AFMPC/DPMCAA, 10 days after receiving notification of the retiree's death.

4.16.8. DFAS-DE:

4.16.8.1. Sends an acknowledgment message to the CAR.

4.16.8.2. Generates a special payment to the beneficiary for 90 percent of the first payment amount.

4.16.8.3. Holds the remaining 10 percent pending:

- Receipt of all completed documents required to establish the account.
- A thorough check to ensure that deductions are correct and that the beneficiary does not receive overpayment.
- Final establishment of the account.

4.16.8.4. Pays the amount withheld at the end of the first month after establishing the account.

4.16.9. If the CAR cannot meet the 10-workday deadline, he or she notifies DFAS-DE/FRB in an annuity suspense status message (with an information message copy to HQ AFMPC/DPMCAA) that includes:

- The retiree's name, grade, and SSN.
- The date of death.
- Information needed to dispatch the SBP annuity message (see paragraph 4.16).
- The date the CAR anticipates completing the annuity documentation.
- The CAR's grade, name and DSN.

4.16.10. The CAR sends an annuity nonentitlement message to DFAS-DE/FRB when a beneficiary's current status makes him or her temporarily ineligible.

EXAMPLE: A child who is not currently going to school.

4.16.10.1. Include in the message

- The retiree's name, grade, and SSN.
- The beneficiary's name and SSN.
- The reason for the beneficiary's ineligibility.

4.16.11. The CAR sends an annuity nonentitlement message to DFAS-DE/FRB when there are no eligible beneficiaries for an annuity. **EXAMPLE:** No current spouse due to death or divorce, or children all older than 23.

4.16.11.1. Include in the message:

- The retiree's name, grade, and SSN.
- The beneficiaries' names and SSNs.
- The reason for the beneficiaries' ineligibility.

4.17. Transferring Casualty Assistance Cases.

4.17.1. The CAR contacts HQ AFMPC/DPMCAA for guidance prior to transferring a retiree's case file.

4.17.2. The losing CAR notifies the gaining CAR of the transfer and any actions already completed in the case.

4.18. Closing Casualty Assistance Cases.

4.18.1. Closing casualty assistance cases is an administrative action. It does not preclude further aid to the NOK (such as appealing denials of benefits).

4.18.2. The CAR follows these procedures to close a case on a retiree who dies within 120 days of retiring:

4.18.2.1. Follow the procedures outlined in paragraph 4.9.

4.18.2.2. Complete the AF Form 58 per the instructions in attachment 23. You don't have to type the form, but it must be legible.

4.18.2.3. Complete AF Form 1312, regardless of your installation's DRAS-APS capability. Fill in all the blocks on the form.

4.18.2.4. Submit final AF Form 1312 in original to HQ AFMPC/DPMCAA within 5 workdays after learning the NOK has received both AOP and SBP/RSFPP, as appropriate.

4.18.2.5. Keep a copy of the AF Form 1312 in the case file.

4.18.3. The CAR:

4.18.3.1. Closes all retiree case files within 6 months after learning of the death or notifies HQ AFMPC/DPMCAA by telephone if this is not possible.

4.18.3.2. Maintains an AF Form 58 for each case file, noting:

- All contacts with the NOK.
- Any problems encountered.
- The dates the NOK applied for and received benefits.

4.19. Disposition of Casualty Assistance Case Files.
See AFI 37-138.**4.20. Processing SBP Annuity Payments When a Retiree Is Missing.**

4.20.1. DFAS-CL suspends a missing retiree's retired pay, but you may begin processing annuity claims if the retiree is an SBP or RSFPP participant. **NOTE:** This procedure is not officially casualty assistance since there is no legal determination of death.

4.20.2. Due to the unique circumstances of these cases, the CAR immediately telephones HQ AFMPC/DPMCAA for guidance on each case.

4.20.3. Since it isn't officially casualty assistance, don't start a case file or track annuity payments.

4.20.4. The CAR helps the beneficiary collect and submit evidence that:

- The retiree has been missing for at least 30 days.
- A reasonable person would conclude that the retiree is dead.

4.20.4.1. Such evidence must include:

- A statement signed by the applicant describing the circumstances of the retiree's disappearance.
- Supporting documents such as:
 - A police missing person report.
 - Signed statements from persons who last saw the retiree alive.
 - A detailed description of the geographical location, local weather conditions, and the mental and physical condition of the retiree, with a statement regarding the retiree's chance of surviving.

4.20.4.2. Submit the evidence to DFAS-DE/FRB. **NOTE:** DFAS-DE may request additional documents as required.

4.20.5. DFAS-DE/JA determines whether to start SBP or RSFPP annuity payments. A decision to begin payments does not constitute a legal determination of death.

4.20.6. Consider the date the Air Force suspended retired pay as the date of death for payment purposes.

4.20.7. The CAR:

4.20.7.1. Helps the applicant complete DD Form 1884, **Application for Annuity Under the Retired Serviceman's Family Protection Plan (RSFPP) and/or Survivor Benefit Plan (SBP).**

4.20.7.2. Sends the completed form and supporting documents to DFAS-DE/FRB.

4.20.8. If the Air Force later declares the retiree deceased, the CAR performs the appropriate casualty reporting and assistance

Table 4.1. Laws and Publications Concerning Surviving Benefits.		
Benefits	Laws	Publications
Government Insurance	38 U.S.C. 701-788	Attachments 21 and 22 AFI 36-3008 VA Pamphlet 80-92-1 (available through local VARO)
Death Gratuity and Arrears of Pay (AOP)	10 U.S.C. 1475-1489 10 U.S.C. 2771 37 U.S.C. 501(d)	AFM 177-373, volume 2 (see note) Attachment 21 and 22 DoD Military Pay and Allowances and Entitlements Manual (see note)
Dependency and Indemnity Compensation (DIC) or Non-Service-Related Death Pension	38 U.S.C. 401-423 38 U.S.C. 301-342 and 501-543	Attachments 21 and 22 VA Pamphlet 80-92-1
Social Security	42 U.S.C. 417	Attachment 21 or 22
Travel for Dependents and Transportation of Household Goods	37 U.S.C. 554	AFI 24-101, volume 2 (see note) AFR 75-25 (see note) AFR 76-26 (see note) Attachment 21 DoD Directive 5154.13 (see note) JFTR (see note)
Emergency financial Assistance (American Red Cross, Air Force Aid Society)		AFI 36-3109 AFI 36-3105
VA guaranteed Loans	38 U.S.C. 1801-1851 26 U.S.C. 692	Attachment 21 VA Pamphlet 80-92-1
Tax Exemption of Benefits	38 U.S.C. 3101 26 U.S.C. 692	Attachment 21
Medical Care	10 U.S.C. 1071-1104	AFR 168-9 (see note) DoD Instruction 6010.8 (see note)
Decorations and Awards		AFI 36-2803
Base Exchange and Commissary		AFI 36-3001 AFR 145-15 (see note) AFR 147-14 (see note) Attachment 21
Educational Assistance	38 U.S.C. 1701-1766 38 U.S.C. 414(c)	Attachments 21 and 22 VA Pamphlet 80-92-1 VAH 232-68-1 (available through local VARO)
Government Employment	5 U.S.C. 2108	Attachment 21 VA Fact Sheet IS-1 VAH 232-68-2
Claims for Loss from Destruction of Personal Property		AFI 51-502 (see note) Attachment 21
Retired Serviceman's Family Protection Plan (RSFPP)	10 U.S.C. 1431-1446	AFI 36-3006 Attachment 5
Federal Employees' Compensation	5 U.S.C. 8101-8173	AFR 45-3 (see note) Attachment 21

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Table 4.1. Continued.		
Benefits	Laws	Publications
FHA-Insured Home Loans	12 U.S.C. 1715m	AFI 36-3005
Pay Entitlement for Missing Members and Payments to Dependents	37 U.S.C. 551-559	AFM 177-373 volume 2 (see note) Attachment 21 DoD Military Pay and Allowances Entitlements Manual (see note)
Survivor Benefit Plan (SBP)	10 U.S.C. 1447-1455	AFI 36-3006
Reserve Component Survivor Benefit Plan (RCSBP)	10 U.S.C. 1447-1455	AFP 45-18

NOTE: The CAR doesn't have to keep a copy of this publication if it is available elsewhere on the installation.

Table 4.2. Required Documentation for Survivor Benefits for Active Air Force, ANG, and USAFR Casualties.		
Benefit	All Claims Require	Some Claims Require
Death Gratuity	Initial Death Report. DD Form 93, Record of Emergency Data (see note 1).	Death certificate of beneficiary, if deceased. Custodianship certificate or guardianship order.
Arrears of Pay (AOP)	SF 1174, Claim for Unpaid Compensation of Deceased Member of the Uniformed Service. DD Form 93 (see note 1). DD Form 2058, State of Legal Residence Certificate.	Death certificate of beneficiary, if deceased. Custodianship certificate or guardianship order.
Survivor Benefit Plan (SBP) or Reserve Component Survivor Benefit Plan (RCSBP) (see note 2)	DD Form 1884. TD Form W 4P, Statement for Recipients of Periodic Annuities, Pensions, Retired Pay, or IRA Payments. Marriage Certificate. SF 1199A, Direct Deposit Sign-up Form.	Birth certificates of children. Custodianship certificate or guardianship order. Medical statement for child disabled prior to age 18. School certification for full-time student between ages 18 and 22. Police report, court verdict, or coroner's report, as applicable.
Dependency and Indemnity Compensation (DIC) or Non-Service-related Death Pension	VA Form 21-534, Application for DIC or Death by Surviving Spouse or Child , or VA Form 21-535, Application for DIC by Parent(s). DD Form 1300 or civilian death certificate.	Marriage certificate if claimant is a spouse. Divorce decree or death certificate for proof of termination of previous marriage. Birth certificates for children. Adoption or custody documents. School certification for full-time students up to age 23. Medical statement for certain disabled children. Immigration or Naturalization documents.

(Table continued on next page)

Table 4.2. Continued.		
Benefit	All Claims Require	Some Claims Require
Monthly Social Security Benefits	Application for monthly benefits. DD Form 1300 or civilian death certificate.	Marriage certificate if claimant is a spouse. Divorce decree or death certificate for proof of termination of previous marriage. Birth certificates for children. Adoption or custody documents. School certification for full-time students up to age 19. Prior year's income tax forms (TD Form W-2).
Servicemen's Group Life Insurance (SGLI)	Claim for Death Benefits (VA Form SGLV8283). (note 3)	Divorce Decree if member divorced within the last 5 years. If minor child, documentation of court appointed guardian of the child's property or estate. Marriage certificate, birth certificates, or other supporting documentation.

NOTES:

1. Send DD Form 93 to the local FSO for Death Gratuity and AOP when the assistance base is also the member's home installation.
2. The CAR mails applications for SBP annuities, together with supporting documentation, to HQ AFMPC/DPMCAA, who forwards the package to DFAS-DE/FRBS.
3. Reference attachment 2, item T.

Table 4.3. Required Documentation for Survivor Benefits on Retired Casualties.		
Benefit	All Claims Require	Some Claims Require
Death Gratuity (for retirees who die within 120 days after retiring)	DD Form 397, Claim Certificate and Voucher for Death Gratuity Payment	Marriage certificate. Birth certificates. DD Form 1300 or civilian death certificate. DD Form 93. Custodianship certificate or guardianship order.
Arrears of Pay (AOP) (see note)	SF 1174	Death certificate of beneficiary, if deceased. Marriage certificate, if marriage information on death certificate is contradictory. Birth certificate for children, if not designated beneficiaries. Court appointment of executor of estate. Custodianship certificate or guardianship order.
Survivor Benefit Plan (SBP), Retired Serviceman's Family Protection Plan (RSFPP) or Reserve Component Survivor Benefit Plan (RCSBP)	DD Form 1881. Death certificate. TD Form W-4p. SF 1199A.	Custodianship certificate or guardianship order. Medical statement for child disabled prior to age 18. School certification for full-time student between ages 18 and 22. Divorce decree or death certificate for proof of termination of previous marriage. Birth certificate for child, if the spouse was married to the member for less than one year. Police report, court verdict, or coroner's report, as applicable.

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Table 4.3. Continued.		
Benefit	All Claims Require	Some Claims Require
Dependency and Indemnity Compensation (DIC) or Non-Service-related Pension	VA Form 21-534 or VA Form 21-535. Death certificate. DD Form 214 and retirement order.	Marriage certificate. Divorce decree or death certificate for proof of termination of previous marriage. Birth certificates for children. Adoption or custody documents. School certification for full-time students up to age 23. Medical statement for certain disabled children. Immigration and Naturalization documents.
Social Security Benefits	Application for monthly benefits. Death certificate.	Marriage certificate. Divorce decree or death certificate for proof of termination of previous marriage. Birth certificates for children. Adoption Custody documents. School certification for full-time students up to age 19. Prior year's income tax forms (TD Form W-2).
Veterans Group Life Insurance (VGLI), National Service Life Insurance (NSLI) and Servicemen's Group Life Insurance (SGLI)	Application for insurance proceeds. Death certificate.	Divorce decree if member or spouse divorced within the last 5 years. For minor child, documentation of court appointed guardian of the child's property or estate.

NOTE: The CAR mails applications for AOP, with supporting documentation, to DFAS-DE/FRBS, PO Box 20609, Denver CO 80220-0609.

Chapter 5

CIRCUMSTANCE AND CONDOLENCE LETTERS, CERTIFICATES OF HONORABLE SERVICE, AND DOCUMENTATION ON CAUSE AND CIRCUMSTANCES OF DEATH

5.1. Circumstance and Condolence Letters.

5.1.1. Overview. The Air Force:

5.1.1.1. Informs the NOK listed in items 4 through 7 on a deceased or missing member's DD Form 93 of the circumstances of the member's death or disappearance.

5.1.1.2. Extends a proper expression of condolence to the NOK.

5.1.2. Circumstance Letters.

5.1.2.1. The appropriate commander sends a circumstance letter to:

- Inform the NOK as completely as possible of the events leading up to and surrounding the member's death or disappearance.
- Convey the commander's condolences.

5.1.2.2. Always send a circumstance letter to the NOK of missing members.

5.1.2.3. Send a circumstance letter to the NOK of deceased members if:

- They are unaware of the circumstances surrounding the death.

- An unofficial source (such as another family member) notified them of the death.

- An Air Force notification officer other than the member's commander or designated representative notified them.

5.1.2.4. Do not send a circumstance letter:

- To the NOK of a DUSTWUN member.
- To NOK who were present at the time the casualty occurred and are aware of the circumstances.
- To NOK who were personally informed of the circumstances by the member's commander or a designated representative.
- To NOK who were informed of the circumstances by an official source (an individual or agency in a position of authority) other than the Air Force, including a police department, coroner, or physician.
- To NOK who are children residing with the PNOK, unless requested by the PNOK.

5.1.3. Condolence Letters.

5.1.3.1. The appropriate commander sends a condolence letter to ensure that the NOK receive a proper expression of condolence.

5.1.3.2. Send a condolence letter when the NOK are already aware of the circumstances.

5.1.3.3. Although not required, the Air Force highly encourages condolence letters even if a member's commander or a commander's designated representative has already conveyed condolences in person.

5.1.3.4. Any commander in the member's chain of command may send a letter of condolence (see attachments 27 and 28).

5.1.3.5. HQ AFMPC/DPMCAA prepares special condolence letters for signature by the President of the United States or the Chief of Staff, USAF, based on information provided in item P of the initial Death report (see paragraph 2.11).

5.1.3.6. Don't send a condolence letter to NOK who through malicious actions might have contributed to the member's death.

5.1.3.7. See AFI 36-809 for condolence letters to the NOK of deceased civilian employees.

5.1.4. Responsibilities:

5.1.4.1. The member's commander is responsible for providing circumstance and condolence letters. **NOTE:** The Air Force normally sends only one circumstance letter. However, the commander may choose to send a second or subsequent circumstance letter to ensure the NOK receive the complete circumstances

5.1.4.2. ANG and USAFR commanders may offer the member's unit commander the opportunity to write circumstance letters; the member's permanently assigned unit commander writes condolence letters.

5.1.4.3. For members assigned TDY, the TDY commander writes circumstance letters and the members' commander writes condolence letters.

5.1.4.4. HQ AFMPC/DPMC decides who sends circumstance letters for aircraft accident casualties, depending on the number of casualties involved:

- For accidents involving only crew members or a limited number of other casualties (such as in an AMC operational support airlift aircraft), the members' commanders prepare and mail circumstance or condolence letters, as appropriate (see attachment 29).
- For aircraft accidents with a large number of casualties (such as a AMC commercial contracted or military passenger flight), HQ AFMPC/DPMC normally prepare and mail the circumstance letters, and the members' commanders may write subsequent condolence letters.

5.1.4.5. Legal and Safety offices review circumstance letters for military aircraft accidents to ensure accordance with AFI 91-404, *Investigating and Reporting US Air Force Mishaps*.

5.1.4.6. When an investigation, an autopsy, or a medical examiner's or coroner's report reveals that the cause or circumstances originally reported to the NOK were incorrect:

- The CAR or the unit commander telephones HQ AFMPC/DPMCAA.
- The member's commander or HQ AFMPC/DPMCAA decides whether to send the NOK a second or subsequent circumstance letter describing the new findings.
- The CAR or unit commander notifies HQ AFMPC/DPMCAA before sending updated circumstance letters.

5.1.4.7. The CAR or the unit commander immediately notifies HQ AFMPC/DPMCAA by telephone of sensitive new information that the Air Force might need to report to the NOK. For example, if the Air Force discovers that a casualty initially reported as killed by enemy fire was actually killed by friendly fire, the commander would, with HQ AFMPC/DPMCAA's approval, personally advise the NOK.

5.1.4.8. The CAR reviews all circumstance and condolence letters to ensure that:

- They comply with this AFI.
- They don't conflict with information already sent to HQ AFMPC/DPMCAA.

5.1.5. Preparing and Sending Circumstance and Condolence Letters:

5.1.5.1. Commanders send circumstance and condolence letters within 5 calendar days from the date the Air Force notifies the NOK of the casualty **NOTE:** The Air Force provides this time frame only to allow commanders sufficient time to evaluate unusual events surrounding a casualty and to provide the NOK with as much information as possible. If the information is readily available and requires no evaluation, such as for an aircraft accident or a heart attack, the Air Force expects you to send the letters as soon as possible.

5.1.5.2. Commanders send circumstance letters to the NOK of missing members within 5 calendar days of declaring the member missing and within 5 calendar days of terminating a search.

5.1.5.3. The CAR sends a copy of circumstance and condolence letters to HQ AFMPC/DPMCAA on the same day the commander mails the original to the NOK.

5.1.5.4. Include this information in a circumstance letter sent after ending a search:

- The circumstances surrounding the missing status.
- Details on the extent, duration, and results of the search.
- Whether or not electronic surveillance will continue (see attachment 30).

5.1.5.5. Inform the NOK in the circumstance letter that the Air Force is compiling a detailed report (AF Form 484, **Missing Persons Supplementary Report**) containing all known information about the incident.

5.1.5.6. Upon receipt and review of the AF Form 484, HQ AFMPC/DPMCB sends the NOK any additional information and tells them they will keep the NOK informed of all future developments.

5.1.5.7. HQ AFMPC/DPMCB will handle all subsequent correspondence with the NOK of missing members.

5.1.5.8. Commanders should refer letters from the NOK and any information that would be helpful in answering their questions to HQ AFMPC/DPMCB and inform the NOK that HQ AFMPC/DPMCB will answer their inquiries.

5.1.5.9. If you feel obligated to personally reply to inquiries from the NOK, send your reply to HQ AFMPC/DPMCB for approval before mailing it to the NOK.

5.1.5.10. Only HQ AFMPC/DPMC may change a missing person's status to deceased. Do not send a condolence letter to the NOK until HQ AFMPC/DPMC officially changes the member's status, even if the Air Force finds the member's remains. **NOTE:** The Air Force does not require that commanders send condolence letters for missing persons declared deceased.

5.1.5.11. Be sure to include all circumstances relevant to the casualty, as well as your condolences, in the letter. See attachments 31 through 33 for examples of commanders' circumstance letters for a variety of situations.

5.1.5.12. Although you must include all relevant information, avoid a shocking narrative recreation of the incident.

5.1.5.13. If the member's conduct was improper, relate the facts as truthfully and tactfully and with as much empathy as possible.

5.1.5.14. Include known facts about the member. If appropriate, include complimentary remarks about the member's character, personality, and achievements. Extend your condolences to the family, but do not allow your condolences to overshadow the basic intent of informing the NOK.

5.1.5.15. Don't mention pending posthumous awards, decorations, or promotions. Revealing this information could embarrass the Air Force if it decides not to grant the award or promotion or to award a lesser decoration.

5.1.5.16. Tailor each letter to the individual case and its circumstances. Don't copy the examples from the attachments too closely.

5.1.5.17. Send circumstance letters to NOK whose physical or mental condition makes them unlikely to accept or comprehend the circumstances if you were to convey them in person (in other words, if they're more likely to comprehend or accept it in print).

5.1.5.18. Honor any request by the family to not directly communicate with an ill or elderly family member. Prepare a circumstance letter for the individual, but send it to the family member who made the request so he or she can present it at an appropriate time. **NOTE:** Notify HQ AFMPC/DPMCAA of such actions.

5.1.5.19. You may write one letter to all children living with an ex-spouse or guardian. Send the letter to the

guardian, and request that he or she give it to the children when and if appropriate (see attachment 34 for an example of a cover letter to a minor child).

5.1.5.20. Use letterhead stationery without captions and the personalized letter format discussed in AFI 37-126 for all originals and copies.

5.1.5.21. Date all letters and copies.

5.1.5.22. Identify the casualty by his or her full grade and name in the opening paragraph. **EXAMPLE:** Airman First Class John J. Doe, Jr.

5.1.5.23. For circumstance letters written to the NOK of foreign nationals who were in the United States under the auspices of the Air Force:

- Don't mail the letter directly to the NOK.
- Mail the letter, with a letter of transmittal, to the Air Force International Affairs Division, HQ USAF/CVAI, Washington DC 20330-5000, for translation into the appropriate foreign language and forwarding to the foreign country.
- Send a copy to HQ AFMPC/DPMCAA showing the date you mailed the letter to HQ USAF/CVAI.

5.2. AF Form 5, Certificate of Honorable Service.

5.2.1. Overview. The Air Force sends these certificates to the NOK of deceased Active Air Force members, ANG, and USAFR members in a duty status, and retired members.

5.2.2. The Secretary of the Air Force signs certificates for all members except retirees.

5.2.2.1. HQ AFMPC/DPMC sends the certificates with a cover memorandum to the NOK, based on the information in item "P" of the death report.

5.2.2.2. Refer any questions about certificates for all members other than retirees to HQ AFMPC/DPMCAA.

5.2.3. The President of the United States signs certificates for retirees.

5.2.3.1. The VA prepares and mails them to the NOK.

5.2.3.2. Refer any questions about certificates for retirees to the VA.

5.3. Documentation on Cause and Circumstances of Death.

5.3.1. General Information.

5.3.1.1. The CAR gathers and distributes the necessary forms and supporting documentation for dependents claiming VA benefits (see table 5.1.).

5.3.1.2. If the member had no dependents but his or her parents wish to apply for VA benefits, follow the procedures in paragraphs 4.5.3.3 and 4.9.

5.3.1.3. AFM 160-19, *Autopsy Manual*, and AFI 41-113 describe the circumstances under which the Air Force performs an autopsy on an Air Force member.

5.3.1.4. Documentation requirements discussed in this chapter are completely independent of any ongoing OSI or local investigation.

5.3.2. Purpose of Documentation.

5.3.2.1. Documentation helps the VA determine:

- If death resulted from a disease or injury acquired or aggravated in the line of duty.
- Benefits for dependents and other beneficiaries of deceased members of the Armed Forces.

5.3.2.2. Documentation helps HQ AFMPC/DPMC respond to:

- High-level inquiries.
- NOK inquiries.
- Inquiries from life insurance companies.

5.3.3. **Casualties Requiring Documentation.** The CAR obtains and distributes documentation on these deceased members with dependents:

- Active Air Force members.
- ANG and USAFR members who were on active duty (AD), active duty for training (ADT), inactive duty training (IDT), or who were traveling directly to or from such duty, including members who later die from an illness or injury received or aggravated while performing such duty.
- Air Force ROTC applicants or cadets who die while participating in practical military training (PMT) or traveling directly to or from such training, including individuals who later die from an illness or injury received or aggravated while participating in PMT.
- Members who die while in an AWOL or deserter status.
- Persons who die enroute to the installation where they were to officially enter the Active Air Force, providing the Air Force had provisionally accepted them for such duty and ordered or directed them to go to such a place.
- Members who die within 120 days after retiring or within 120 days after being discharged or released from EAD, AD, ADT or IDT (when requested by HQ AFMPC/DPMCAA).

5.3.4. **Causes of Death Requiring Documentation.** The CAR follows these guidelines in determining whether to obtain and distribute documentation:

5.3.4.1. Accidental Death. Obtain documentation on deaths from:

- Motor vehicle accidents.
- Burns.
- Drowning.
- Falls.
- Ground accidents.
- Civilian aircraft accidents other than on a commercial airline.

5.3.4.2. You don't have to obtain documentation on a person who was authorized to be on board a military or commercial flight and was in a duty or authorized absence status. **EXCEPTION:** If there is evidence that the individual's own actions caused the death, then you must obtain documentation.

5.3.4.3. You must obtain documentation for deaths resulting from drug or alcohol abuse. Follow these guidelines:

- The autopsy report is sufficient for deaths due to organic disease related to chronic alcoholism, such as cirrhosis of the liver, fatty metamorphosis of the liver. The Air Force does not consider these diseases the result of willful misconduct.
- Obtain documentation such as a police report or a toxicology report for deaths resulting from an acute episode of alcohol abuse, as evidenced by conditions such as alcohol poisoning or delirium tremens.
- Obtain documentation for deaths from a poisonous alcoholic substance such as methyl alcohol (wood alcohol).
- Obtain documentation if the deceased displayed a wanton and reckless disregard of the probable consequences of drinking.

5.3.4.4. Consult your local OSI before obtaining documentation on suicides (see table 5.1 for required documentation).

5.3.4.5. Follow these guidelines for homicides:

- You must obtain two copies of a court verdict against a beneficiary convicted of murdering the deceased.
- HQ AFMPC/DPMCAA decides if you must obtain two copies of a court verdict against any other person.
- Place all casualty assistance services for the case on hold until you receive court verdicts. Keep HQ AFMPC/DPMCAA advised on the status of the case.
- Consult your local OSI before obtaining documentation on homicides (See table 5.1 for required documentation).

5.3.4.6. Always obtain autopsy reports when one is performed, regardless of the cause of death. **EXCEPTION:** Deaths from motor vehicle or private aircraft accidents.

5.3.4.7. Obtain documentation from investigations conducted under 10 U.S.C. 9711, chapter 945.

5.3.4.8. Obtain documentation on all members who die in AWOL or deserter status.

5.3.5. **Obtaining Documentation.**

5.3.5.1. Normally, the CAR at the deceased member's home installation obtains and distributes documentation.

5.3.5.2. If the death occurred far away from the member's home installation, the CAR at the installation nearest to where the incident occurred obtains and distributes documentation.

5.3.5.3. The reporting CAR uses item "Q" on the Initial Death Report:

- To indicate if the case requires documentation.
- To request another CAR to obtain and distribute the documentation, if applicable.

5.3.5.4. CARs must comply with requests from other CARs to obtain and distribute documentation and acknowledge such requests by message.

5.3.5.5. The CAR alerts the Veterans Services Officer (VSO) at the local VA Regional Office as soon as possible of:

- All cases requiring documentation for VA processing of the survivors' claims, to expedite settlement.
- Any problems.
- Changes of applicants' addresses.
- Anything else affecting applicants' VA benefits.

5.3.5.6. The CAR must inform the NOK of their right to request a copy of all required documentation on the case (as defined in table 5.1) in accordance with Public Law 102-484, Section 1072, *National Defense Authorization Act*.

5.3.5.7. The CAR must censor all documents for the NOK in accordance with AFI 37-132. **NOTE:** Do not inflict unnecessary grief. Inform the NOK in a cover memorandum of any shocking photographs, such as those taken at the scene of a traffic accident. *Do not include such material with the documentation unless the NOK specifically request it.*

5.3.5.8. CARs not responsible for obtaining and distributing documentation must also comply with PL 102-484, Section 1072 and inform the NOK of their right to request a copy of the documentation. When requested by the NOK, CARs will provide the NOK assistance in obtaining the documentation if they request it:

- Give the NOK the names and addresses of the appropriate agencies and guidance on requesting the documentation.
- Obtain the names and addresses of such agencies, if you don't have them, from the installation nearest where the casualty occurred.

5.3.5.9. The Mission Support Squadron Commander or MPF Chief informs installation commanders of progress and problems in obtaining documentation.

5.3.6. Required Documentation for Active Air Force Casualties.

5.3.6.1. See table 5.1 for documentation required to support claims for VA benefits. See table 5.2 for base agencies that can help you obtain documentation.

5.3.6.2. The VA might require additional documentation depending on the circumstances of the death. The CAR sends additional documentation at the VA's request and informs HQ AFMPC/DPMCAA.

5.3.7. Required Documentation for ANG and USAFR Casualties.

5.3.7.1. Title 10 U.S.C., Chapter 75, *Death Benefits*, requires the Air Force to certify the duty status and travel arrangements of AD, ADT, and IDT ANG and USAFR members who die or suffer a fatal injury en route to their assignment.

5.3.7.2. The VA uses the documentation to:

- Determine if deaths are service-related.
- Settle dependents' VA claims and indemnity compensation demands.

5.3.7.3. The CAR must either:

- Certify the member's status and travel.
- Refer the VA to the appropriate authority.

5.3.7.4. The CAR may submit a statement from the member's unit commander if other documentation does not verify all of these circumstances:

- The Air Force authorized the member to perform the duty. Use the member's ADT or IDT orders.
- The member died from injuries suffered while performing such duty.
- The time when the member left for or returned from duty.
- The member's scheduled reporting time or the time when the member ceased to perform the duty.
- The method of travel used and whether the member was the driver or a passenger.
- Where the incident occurred and whether it was on a direct route between the place of residence and the place of duty.
- The immediate cause of death.
- The travel time and distance from the member's duty station to his or her home. Have the member's unit commander certify this information.

5.3.8. **Preparing Documentation for Distribution.** The CAR follows these guidelines:

5.3.8.1. Include a cover memorandum listing individual documents as attachments.

5.3.8.2. Include legible copies of all documents.

5.3.8.3. Complete and sign a statement explaining why you couldn't obtain any required documents and include it as an attachment.

5.3.8.4. Include a signed statement explaining any delay you experience in obtaining a document (such as a court verdict). Provide an approximate date when you expect the document.

5.3.8.5. Have documents in a foreign language translated into English prior to distribution.

5.3.9. **Distributing Documentation.** The CAR follows these guidelines:

5.3.9.1. Distribute documentation in accordance with attachment 35.

5.3.9.2. Distribute documentation within 30 days from the date of death.

5.3.9.3. If you can't distribute the documentation within 30 days, inform HQ AFMPC/DPMCAA (and the primary assistance CAR if applicable) by message or telephone of when you expect to distribute the documentation and the reasons for the delay. Notify them again, and provide reasons, if you miss the second deadline.

5.3.9.4. Send a message to HQ AFMPC/DPMCAA every 30 days to report the status of pending documents until you have sent all required documentation to HQ AFMPC/DPMCAA.

5.3.9.5. Send the installation commander a copy of all messages concerning documentation distribution.

Table 5.1. Required Documentation to Support Claims for VA Benefits.						
If the deceased has dependents and the death was due to:	then distribute these documents no later than 30 days from the date of death:					
	DD Form 1569, Incident/Complaint Report; AF Form 1315, Accident Report; or civilian police report, as applicable	Autopsy Report (including toxicology report, if there is any sign of alcohol or drug abuse)	Coroner's or Medical Examiner's Report	Copy of Court Verdict	Summary Court Inquest, if accomplished	Copy of orders placing ANG or USAFR member on AD, ADT, IDT, and certification of travel, if applicable
A motor vehicle or private aircraft accident where deceased was a passenger	X				X	X
A motor vehicle or private aircraft accident where the deceased was the operator	X	X			X	X
A military or commercial aircraft accident					X	X
Other accidents, including burns, falls, drowning, natural disasters, runway accidents	X	X			X	X
Alcohol or drug abuse	X	X	X		X	X
Suicide	X	X	X		X	X
Homicide	X	X	X	See Note	X	X
Natural Causes		X			X	X
Any cause if deceased was AWOL or deserter status	X	X	X	See Note	X	X

NOTE: If a beneficiary or NOK took the life of the member, furnish certified true copies of the court verdict. If any other person took the member's life, HQ AFMPC/DPMCAA might request copies of the court verdict.

Table 5.2. Where to Obtain Documents on Cause and Circumstances of Death.		
Required Document:(see notes 1, 2, and 3):	Obtain document from:	Ask these base agencies for help:
Civilian police report	Civilian law enforcement agency conducting the investigation	OSI, Security Police
DD Form 1569 or AF Form 1315	Security Police	
Autopsy and toxicology reports	Individual or organization conducting or directing autopsy (hospital, coroner, medical examiner)	
Coroner's or medical examiner's report	Coroner or medical examiner conducting investigation Base legal office	JA, OSI, Security Police
Copy of the court verdict	Agency conducting trial	OSI, JA
A copy of orders placing ANG or USAFR member on AD, ADT, or IDT	Member's unit	

NOTES:

1. Charge the host base casualty assistance account for these official documents.
2. To request funding for official documents, do one of two things:
 - 2.1. Use the base cash purchasing agent.
 - 2.2. Fill out an AF Form 9, **Request for Purchase**, and process it before picking up the documents.
3. If you've already paid for the documents, send the receipt to the Commercial Services Section of your local FSO.
 - 3.1. The FSO completes an SF 1034, **Public Voucher for Purchases and Services Other Than Personal**, for reimbursement for documents (see AFR 177-102, Section 10826).
 - 3.2. The FSO completes SF 1164, **Claim for Reimbursement for Expenditures on Official Business**, for reimbursement of mileage expenses.

Chapter 6

AIR NATIONAL GUARD AND UNITED STATES AIR FORCE RESERVE

6.1. General Information.

6.1.1. This chapter outlines the responsibilities and procedures for reporting the deaths of ANG and USAFR members in a non-duty status and retired USAFR members not eligible to receive retirement pay and assisting their surviving NOK.

6.1.2. Usually a surviving NOK notifies the member's assigned unit of the member's death.

6.1.3. In the unusual case where the PNOK is not aware of the member's death, the member's commander notifies the PNOK in person.

6.2. Responsibilities.

6.2.1. The commander of the unit notified of the member's death:

6.2.1.1. Determines the member's unit of assignment or other participation or nonparticipation status information.

NOTE: HQ ARPC/DPAE will give you the member's unit of assignment if you provide the member's SSN. Call DSN 926-6438 or 1-800-525-0102, extension 227.

6.2.1.2. Notifies HQ AFMPC/DPMCAC by telephone of ANG casualties if the member was in a duty status (that is, IDT, ADT, MPA, and so forth).

6.2.1.3. Prepares the Initial Death Report.

6.2.2. HQ AFMPC/DPMCAC notifies the appropriate ANG state headquarters using contact lists provided by ANGCR/DPAR.

6.2.3. The member's unit commander:

6.2.3.1. Ensures that the MPF submits the Initial Death Report.

6.2.3.2. Makes every effort to notify the PNOK, in person, if they are not aware of the member's death.

6.2.3.3. Helps the NOK apply for benefits.

6.2.3.4. Ensures that the MPF prepares and distributes documentation (see paragraph 5.3.) on deaths from injuries or disease incurred or aggravated while the member was in a duty status.

6.2.4. The MPF servicing the member's assigned unit:

6.2.4.1. Contacts the Services Squadron Mortuary Officer or NCO in accordance with AFI 34-501 *Mortuary Affairs* (formerly AFRs 143-1, 143-3, 143-9, and 143-10) to determine eligibility for mortuary benefits.

6.2.4.2. Helps commanders with casualty services, including the preparation of initial and supplemental death reports.

6.2.4.3. Reports casualties by inputting PTI 996, producing a "Report of Death." **NOTE:** The "Report of Death" replaces special orders announcing deaths for those states that no longer require them.

6.2.4.4. Forwards documents in accordance with table 6.1.

6.2.4.5. Obtains a statement from the investigating authority if a beneficiary was or might have been involved in the reservist's death and sends it to HQ ARPC/DPAE.

6.2.4.6. Develops written casualty reporting instructions.

6.3. Reporting Casualties

6.3.1. Submit an Initial Death Report (RCS: HAF-SV(AR)9471) (see attachment 36), ROUTINE precedence, to the addressees listed in table 6.1.

6.3.1.1. Within 24 hours of learning of the member's death, the member's assigned unit at the time of death prepares the initial report.

6.3.1.2. If you don't have all the necessary data, the member's commander asks the Air Force unit or installation nearest the place of death to verify the death and furnish all relevant data.

6.3.1.3. Units and installations receiving requests for data must send it to the member's commander as soon as possible.

6.3.1.4. Follow these steps to report the death of an ANG or USAFR general officer:

- Immediately telephone HQ AFMPC/DPMCAC.
- For ANG, contact the NGB Command Post at DSN 225-6987 or 227-6103.
- For USAFR, contact HQ USAF/REPS at DSN 225-9752.
- Follow up with an Initial Death Report.

6.4 Providing Casualty Assistance.

6.4.1. The CAR:

6.4.1.1. Helps the NOK complete and submit applications for monetary benefits and other privileges.

6.4.1.2. Helps resolve any problems in settling the deceased's estate and any complaints from the NOK.

6.5. Determining Eligibility for Benefits.

6.5.1. **General.** HQ ARPC/DPAE determines whether the NOK of ANG and USAFR members who die in a nonduty status may receive certain benefits.

6.5.2. **Servicemen's Group Life Insurance (SGLI).**

6.5.2.1. HQ ARPC/DPAE certifies a deceased member's SGLI coverage.

6.5.2.2. The Office of Servicemen's Group Life Insurance (OSGLI) determines each claimant's eligibility to be an SGLI beneficiary.

6.5.2.3. If the UPRG is available and contains a VA Form SGLV 8286, the servicing MPF gives each potential beneficiary a VA Form SGLV8283, **Claim for Death**

Benefits, after forwarding the required casualty package to HQ ARPC/DPAE (see table 6.1).

6.5.2.4. The CAR:

- Tells each potential beneficiary to mail the claim form to OSGLI, 213 Washington St, Newark NJ 07102-9986.
- Refers inquiries regarding SGLI to HQ ARPC/DPAE, Denver, CO 80280-5000 (DSN 926-6438 or 1-800-525-0102, extension 227).

6.5.3. **Reserve Component Survivor Benefit Plan (RCSBP).**

6.5.3.1. HQ ARPC/DPAE:

- Reviews the deceased member's records to determine:
 - NOK eligibility for RCSBP benefits.
 - The beneficiary.
 - The amount of retired pay the member would have been entitled to receive.
- Issues the authorization for payment by DFAS-DE.
- Sends a copy of the authorization and a letter of eligibility to the beneficiary.

6.5.3.2. The CAR refers inquiries about RCSBP to HQ ARPC/DPAE, Denver CO 80280-5000 (DSN 926-6369 or 1-800-525-0102, extension 402).

6.5.4. **Service, Veteran's, and Social Security Benefits.**

6.5.4.1. The CAR:

- Informs the NOK of benefits they might be entitled to claim.
- Tells the NOK to contact the Veterans Affairs Office and the Social Security Administration nearest their residence for further information.
- Tells the NOK to contact their local and state office or department of veterans' services or affairs for information on any additional benefits that might accrue.

6.6. Contacting the NOK.

6.6.1. When the Air Force learns of an ANG or USAFR member's death from any source other than the NOK, the member's commander confirms the death before contacting the NOK.

6.6.2. If the PNOK are unaware of the death and they reside near the member's unit of assignment, the member's commander notifies them and provides circumstances and condolences in person if at all possible.

6.6.3. The member's commander contacts PNOK within 24 hours of learning of the death to arrange for casualty assistance.

6.6.3.1. The CAR:

- Telephones the PNOK to help them apply for benefits.
- Advises the PNOK that the Air Force can provide further assistance through the mail or in person at the MPF.
- Verifies the PNOK's address.

- Gives the NOK the CAR's address and telephone number.

6.6.4. As soon as the Air Force learns that a USAFR member assigned to these Personnel Accounting Symbol (PAS) has died, the appropriate office contacts the PNOK by mail as soon as possible:

- For PAS 96, HQ ARPC/DPMAP contacts the PNOK.
- For PAS S7, HQ ARPC/DPAR contacts the PNOK.

6.7. Identification Card.

6.7.1. The NOK must return the deceased member's:

- DD2AFAC, DD2AFRES, or DD2RET ID card.
- AF Form 1199, **USAF Restricted Area Badge**, if applicable.
- DD Form 1173-1, **Department of Defense Guard and Reserve Family Member Identification Card**.

6.7.2. The CAR asks the NOK if there are any CHAMPUS claims pending against the member's ID card.

6.7.2.1. If there are pending CHAMPUS claims, the CAR documents on the AF Form 58 the card number, issue date, and expiration date for the CHAMPUS claim.

6.7.3. If there are no pending CHAMPUS claims, the CAR destroys the ID cards and badges.

6.8. Condolence Letters.

6.8.1. The member's commander prepares condolence letters when appropriate (see chapter 5, section A).

6.8.2. The MPF servicing the member's unit helps the commander prepare condolence letters.

6.9. ANG Memorial Certificate.

6.9.1. NGB/DPMAR prepares the ANG Memorial Certificate on receiving the Death report and forwards it to the appropriate MPF. **NOTE:** The Air Force issues this certificate only as a unique memorial for the PNOK. It is not a substitute for condolence letters.

6.9.2. The MPF arranges for the member's commander and a chaplain to present the certificate to the family (in person whenever possible). **NOTE:** See attachment 38 for a sample presentation letter.

6.9.3. If the NOK want additional copies of the certificate, the ANG MPF may request them through any ANGRC/DPAR.

6.9.4. For retired or prior service members (including those deceased prior to the creation of this certificate), the unit or family may request a memorial certificate through any ANG MPF, who verifies the service and forwards the request to ANGRC/DPAR (see attachment 37).

Table 6.1. Casualty Reporting for Nonduty Status ANG and USAFR Members.

If the casualty is:	then send the report to the following addresses:	and send these documents to HQ ARPC/DPAEC, 6760 E Irvington Pl, Ste 1800, Denver CO 80280-1800:
a USAFR member not on AD, ADT or IDT or traveling to or from such duty	Action: HQ ARPC DENVER CO//DPAEC// MEMBER'S ASSIGNED MPF Information: HQ AFRES ROBINS AFB GA//DPAP// DFAS-DENVER CENTER DENVER CO//FJASR// HQ USAF WASH DC//REP// HQ AFSA KIRTLAND AFB NM//SEG//	Death certificate. Any information that could affect the status of a potential beneficiary. DD Form 93. VA Form SGLV8286. Report of death.
an ANG member not on AD, ADT, or IDT or traveling to or from such duty	Action: HQ ARPC DENVER CO//DPAEC// MEMBER'S ASSIGNED MPF Information: NGB ANDREWS AFB MD//DPAR/DEO/SE// NGB PENTAGON//NGB-GO/AF// (General Officers Only)	

(Table continued on next page)

Table 6.1. Continued.		
If the casualty is:	then send the report to the following addresses:	and send these documents to HQ ARPC/DPAEC, 6760 E Irvington Pl, Ste 1800, Denver CO 80280-1800:
a USAFR member assigned to HQ ARPC for training (not officially on AD, ADT, or IDT or traveling to or from such duty)	Action: HQ ARPC DENVER CO//MSPAP/DPAEC Information: HQ AFRES ROBINS AFB GA//DPAP// DFAS-DENVER CENTER DENVER CO//FJSAR// HQ USAF WASH DC//REP// ASSIGNED OR ATTACHED MAJCOM HQ AFSA KIRTLAND AFB NM//SEG//	
a USAFR nonparticipating member assigned to HQ ARPC a retired USAFR member not eligible for retirement pay	Action: HQ ARPC DENVER CO//DPAEC// Information: HQ AFRES ROBINS AFB GA//DPAP// HQ AFSA KIRTLAND AFB NM//SEG//	Death certificate. Any information that could affect the status of a potential beneficiary.
an ANG senior officer (O6 and above) (see notes 2 and 3)	Action: NGB ANDREWS AFB MD//DPAR/DEO/SE// NGB PENTAGON//NGB-GO/AF// (general officers only) HQ ARPC DENVER CO//DPAEC// ASSIGNED MPF Information: DFAS-DENVER CENTER DENVER CO//FJSAR// HQ AFMPC RANDOLPH AFB TX//DPMC// (see note 1) HQ USAF WASH DC//REP// STATE or TERRITORIAL ADJUTANT GENERAL ASSIGNED OR ATTACHED MAJCOM//DP HQ USAF WASH DC//DPG// (general officers only) HQ AFSA KIRTLAND AFB NM//SEG//	Death certificate. Any information that could affect the status of a potential beneficiary. DD Form 93. VA Form SGLV8286. Report of death.

(Table continued on next page)

Table 6.1. Continued.		
If the casualty is:	then send the report to the following addresses:	and send these documents to HQ ARPC/DPAEC, 6760 E Irvington Pl, Ste 1800, Denver CO 80280-1800:
a USAFR senior officer (06 and above) (see notes 2 and 3)	<p>Action:</p> <p>HQ ARPC DENVER CO//MSPAP/DPAEC// ASSIGNED MPF</p> <p>Information:</p> <p>HQ AFRES ROBINS AFB GA//DPAP// DFAS-DENVER CENTER DENVER CO//FJSAR// HQ AFMPC RANDOLPH AFB TX//DPMC (see note 1) HQ USAF WASH DC//REP// ASSIGNED OR ATTACHED MAJCOM//DP HQ USAF WASH DC//DPG// (general officers only) HQ AFSA KIRTLAND AFB NM//SEG//</p>	<p>Death certificate.</p> <p>Any information that could affect the status of a potential beneficiary.</p> <p>DD Form 93.</p> <p>VA Form SGLV8286.</p> <p>Report of death.</p>

NOTES:

1. Include HQ AFMPC/DPMC as an action addressee on the initial Death report if you are asking for their help in making casualty notifications.
2. HQ USAF/DPG publishes the orders. Distribute the same as for a Death report.
3. Make HQ ARPC/MSPAP an action message addressee only for general officers assigned to PAS 96.

Chapter 7**DD FORM 93, RECORD OF EMERGENCY DATA****7.1. Purpose.****7.1.1. DD Form 93:**

- Provides information on the PNOK, SNOK, and other persons to notify in case of death, injury, or an emergency.
- Serves as the official document required by law (10 U.S.C. Sections 1475 through 1480 and 2771 and 44 U.S.C. Section 3101) for designating beneficiaries for death gratuity pay and unpaid pay and allowances.

7.1.2. A member's DD Form 93 remains in effect as long as the member doesn't have a break in service of more than 1 day.

7.1.3. The Air Force remits any unpaid pay and allowances to the beneficiaries listed on the form if benefits are not settled when a discharged or separated member dies.

7.2. Responsibilities:

7.2.1. Headquarters Air Force Military Personnel Center, Chief of Casualty Matters (HQ AFMPC/DPMC):

7.2.1.1. Monitors the Air Force's use of DD Form 93.

7.2.1.2. Keeps a copy of DD Form 93 on microfilm for all Air Force and USAFR members and ANG members on extended active duty (EAD).

7.2.2. The appropriate state or territory adjutant general keeps the original DD Form 93 for ANG members not on EAD.

7.2.3. Unit Commanders: Conduct a continuing publicity program to make sure that each member knows:

- The legal and testamentary effect and consequences of DD Form 93.
- The importance of keeping DD Form 93 current for prompt notification of the NOK if the member is becomes a casualty.

7.2.4. Commanders of geographically separated units (GSU) not collocated with a servicing MPF:

7.2.4.1. Keep a copy of DD Form 93 for each member of the unit.

7.2.4.2. Ensure that appropriate unit personnel receive training on completing and distributing DD Form 93.

7.2.4.3. Ensure that newly assigned members review their DD Form 93 when they arrive at the GSU.

7.2.5. The Military Personnel Flight (MPF) Chief:

7.2.5.1. Reviews DD Forms 93 for accuracy:

- When processing a new member.
- Before deploying members for contingency operations.

7.2.5.2. Maintains the DD Forms 93 in a separate file to speed processing on mobilization. **NOTE:** The MPF Customer Service Element remains the installation OPR for preparing DD Form 93.

7.2.5.3. May have unit orderly rooms prepare new forms.

7.2.5.4. Disposes of the form in accordance with AFMAN 37-139. **NOTE:** Don't use the information on DD Form 93 to update the personnel data system (PDS).

7.2.6. The MPF Customer Service Element:

7.2.6.1. Reviews DD Form 93 for compliance with this AFI (see attachment 39).

7.2.6.2. Mails the form to either HQ AFMPC/DPMCAB or, for ANG members not on EAD, to the appropriate state or territory adjutant general.

7.2.6.3. Mails any forms received from GSUs or orderly rooms but not yet filed in the UPRG.

7.2.7. Individual Members:

7.2.7.1. Make sure that the DD Form 93 is accurate.

7.2.7.2. Make sure that designated beneficiaries agree with any existing wills. **NOTE:** Seek advice from a legal assistance officer if necessary.

7.2.8. Military Entrance Processing Stations (MEPS) ensure that each new member has an accurately completed DD Form 93 in accordance with paragraph 1.11.

7.3. Privileged Information. Inform members that:

- The Air Force uses the personal information on the form only to make emergency contacts.
- The Air Force does not release the information without the consent of the member or a person named on the form (see AFI 37-132).

7.4. Completing, Maintaining, and Distributing DD Form 93.

7.4.1. See table 7.1 to determine which agency completes the form and how to maintain and distribute the form.

7.4.2. The MPF Customer Service Element:

7.4.2.1. Files the carbon copies in the unit personnel record group (UPRG) within 1 workday after completing or receiving a new form.

7.4.2.2. Ensures that one copy with an original signature is always on file in the UPRG.

7.4.2.3. Mails the original card to HQ AFMPC/DPMCAB within 5 workdays:

- Do not staple or fold the form.
- Use AF Form 1246, **Record of Emergency Data Mailing Envelope**.
- Do not put more than 25 forms in each envelope.
- Put a return address on the envelope.
- If you don't have an AF Form 1246, securely wrap the forms for mailing.
- For ANG units, put an address label over the preprinted address.

7.4.3. Complete a new form when there is a change to any item. **EXCEPTION:** See paragraph 7.4.4.

7.4.4. You may make these changes on the form in pencil:

- Changing the spouse's address due to a move with the service member or to join the service member.
- Changing the children's address due to a move with the service member or to join the service member.
- Adding or deleting insurance companies and policy numbers.
- Changing the military grade of the NOK or one or more beneficiaries. **NOTE:** Don't change the form when the military grade of the designator or witness changes.

Table 7.1. Completing, Maintaining, and Distributing DD Form 93.

If the member is:	this agency:	follows these instructions:
Enlisting at an MEPS or MPF.	The MEPS or enlisting MPF.	<p>Keep a paper copy.</p> <p>For members assigned to basic military training school, send the original and the remaining copies to 394 PPS/PFCRM, 1561 Stewart St Ste 3, Lackland AFB TX 78236-5242.</p> <p>For members assigned to officer training school, send the original and the remaining copies to 394 PPS/PFCO, 1001 Gemini Dr Ste 3, Lackland AFB TX 78236-5710.</p> <p>For members assigned directly to duty or technical training, send the original and the remaining copies to the MPF serving the gaining unit.</p>

(Table continued on next page)

Table 7.1. Continued.		
If the member is:	this agency:	follows these instructions:
Processed at the 394 PPS.	394 PPS/PFCRM or 394 PPS/PFCO.	Update the form or complete a new form. Send the original to HQ AFMPC/ DPMCAB. File all copies in the UPRG. When the member departs, forward all copies in the UPRG to HQ AFMPC/ DPMCAB (see note 1).
An AFROTC applicant or an AFROTC cadet.	The AFROTC detachment.	Complete the form. Maintain and distribute the form in accor- dance with AFROTCR 45-13 (see note 2).
Entering the USAF Academy Preparatory School.	The USAF Academy MPR.	Complete the form. Keep the original and all copies while the student is at the school. If the student enrolls in the USAF Academy Cadet Wing, send the original and all copies to HQ USAFA/DPYQA. If the student leaves the school and enlists, keep a paper copy and forward the original and all remaining copies in the enlistment package. If the student leaves the school and has an active duty service obligation, keep a paper copy and forward the original and the remaining copies from the UPRG.
Entering the USAF Academy Cadet Wing.	HQ USAFA/DPYQA.	Update DD Form 93 or complete USAFA Form 0-143, Record of Emergency Data for Cadet Personnel . If the student is commissioned, keep a copy in the relocation folder and send the original from the UPRG to the gaining unit. NOTE: The new duty station prepares a new DD Form 93. If the student leaves the school and has an active duty service obligation, keep a copy in the relocation folder and forward the original from the UPRG to the gaining unit. NOTE: The new duty station prepares a new DD Form 93.
Accepting an appointment or enlistment in the ANG.	The MPF servicing the gaining unit.	Complete the form. Send the original to the state or territory adjutant general. Files remaining copies in the UPRG.

(Table continued on next page)

Table 7.1. Continued.		
If the member is:	this agency:	follows these instructions:
Assigned to first permanent duty station or reassigned with PCS movement.	The MPF servicing the losing unit.	Keep a paper copy. EXCEPTION: Don't keep a copy of the 394 PPS. Send remaining copies in the UPRG to the gaining unit.
	The MPF servicing the gaining unit.	Update the form or complete a new form. Send the original to HQ AFMPC/DPMCAB if there is a new form or there is an original form in the UPRG requiring no changes. File the remaining copies in the UPRG (see notes 3 and 4).
Placed on TDY.	The home servicing MPF.	If the UPRG transfers: Keep a paper copy for the duration of the TDY. Refile the copy in the UPRG when the member returns.
An ANG member ordered to EAD.	The MPF who has the UPRG.	Request the original form from the adjutant general. Review the original form with the member. If there are no changes other than pencil updates, send the original to HQ AFMPC/DPMCAB. If there are other changes, complete a new form, send the original to HQ AFMPC/DPMCAB, and file the copies in the UPRG.
An ANG or USAFR member performing duty with a unit at another station.	The MPF servicing the unit of permanent assignment.	Send a copy to the unit of attachment if not forwarding the UPRG.
		Keep a copy if forwarding the UPRG. . Refile the copy in the UPRG when the member returns.
Changing any item not authorized as a pencil update.	The servicing AFMPC or the GSU (if not collocated).	Complete a new form. Send the original to HQ AFMPC/DPMCAB.
	The MPF.	File the copies in the UPRG.
	The GSU.	Keep the card copy. Send the remaining copies to the MPF for filing (see note 4).
Separated or discharged.	The servicing MPF.	Place a copy in the separation folder.
Placed in a missing status.	The servicing MPF with the UPRG.	Send a copy to the member's servicing accounting and finance office.
Declared deceased.	The servicing MPF.	Send a paper copy and a photocopy to HQ AFMPC/DPMCAA. Send a photocopy to the member's servicing accounting and finance office.
An ANG or USAFR member declared deceased in nonduty status (see chapter 6).	The servicing MPF with the UPRG.	Send a copy to HQ ARPC/ DPAEC, 6760 E Irvington Pl Ste 1800, Denver CO 80280-1800.

NOTES:

1. For ANG members, forward the original form and all copies in the UPRG when a member departs.

2. HQ AFMPC/DPMAPD (Officer Accessions) forwards the original DD Form 93 form to HQ AFMPC/DPMCAB on receipt of AF Form 24, **Application for Appointment as Reserves of the Air Force or USAF Without Component**. HQ AFMPC/DPMAPD (*Enlistment/Reenlistment Branch*) forwards the original form to HQ AFMPC/DPMCAB on receipt of a disenrollment package.
3. For members assigned to a GSU not collocated with the servicing MPF, send a copy (preferably the carbon card) to the GSU. For members not processing through the servicing MPF, the GSU reviews the copy with the member. If the member makes pencil updates, tell the servicing MPF to make them to the copies in the UPRG. If the member completes a new form, the GSU forwards the original form to HQ AFMPC/DPMCAB, retains the carbon card copy, and forwards the remaining copies to the servicing MPF.
4. For ANG members not on EAD, the MPF or GSU, as applicable, forwards the original form to the state or territory adjutant general.

BILLY J BOLES, Lieutenant General, USAF
DCS/Personnel

GLOSSARY OF REFERENCES, ABBREVIATIONS, ACRONYMS, TERMS, AND ADDRESSES

Section A--References

Department of Defense Instruction (DoDI) 1300.18, 27 December 1991
 JCS Pub 1-02, *DoD Dictionary of Military and Associated Terms*
 Title 5, U.S.C., Chapter VII
 Title 10 U.S.C., Sections 1475 through 1480, 2771, and 8013
 Title 26 U.S.C., Section 692, Internal Revenue Code
 Title 32 U.S.C.
 Title 37 U.S.C., Sections 555 and 556
 Title 44 U.S.C., Section 3101

Section B--Abbreviations and Acronyms

Abbreviations or Acronyms

Definitions

ADT	Active Duty for Training
AFM	Air Force Manual
AFP	Air Force Pamphlet
AFR	Air Force Regulation
AFROTC	Air Force Reserve Officer Training Corps
AFTP	Additional Flying Training Period
AL/AOEP	Armstrong Laboratory, Aerospace Medicine Population Research Directorate
AMC	Air Mobility Command
ANG	Air National Guard
AOP	Arrears of Pay
APO	Air Post Office
ALS	Airlift Squadron
AT	Annual Training
AVS	Audiovisual Squadron
AWOL	Absent Without Leave
BAQ	Basic Allowance for Quarters
BMT	Basic Military Training
CAR	Casualty Assistance Representative
CAST	Casualty Augmentation Support Team
CCPO	Central Civilian Personnel Office
CHAMPUS	Civilian Health and Medical Program of the Uniformed Services
COMPW	Composite Wing
CONUS	Continental United States
DAO	Defense Attaché Office
DAF	Department of the Air Force
DCS	Deputy Chief of Staff
DFAS-CL	Defense Finance and Accounting Service - Cleveland Center
DFAS-CL/ROCD	Casualty Branch
DFAS-DE/FRB	Records and Data Control Branch
DFAS-DE/YCTC	Casualty and Records Correction Section
DoD	Department of Defense
DoDD	Department of Defense Directive
DoDI	Department of Defense Instruction
DOLR	Library Requirements Division
DRAS-APS	Death Retiree Annuity System- Annuity Pay Subsystem
DSN	Defense Switched Network
DUSTWUN	Duty Status-Whereabouts Unknown
DWRIA	Died of Wounds Received in Action

EAD	Extended Active Duty
EFTO	Encrypt for Transmission Only
FOIA	Freedom of Information Act
FPO	Fleet Post Office
FSO	Finance Service Office
FW	Fighter Wing
GSU	Geographically Separated Unit
HQ AFMPC	Headquarters Air Force Military Personnel Center
HQ AFMPC/DPMAPE	Enlistment/Reenlistment Branch
HQ AFMPC/DPMAPO	Officer Procurement Branch
HQ AFMPC/DPMASA	Recognition Programs Branch
HQ AFMPC/DPMC	Chief, Casualty Matters
HQ AFMPC/DPMCAA	Casualty Assistance Branch
HQ AFMPC/DPMCAC	Casualty Operations Center
HQ AFMPC/DPMCB	Missing Persons and Inquiries Division
HQ AFMWRA	Headquarters Air Force Engineering and Services Command
HQ AFMWRA/MWHM	Headquarters Air Force Mortuary Services
HQ AFOSI	Headquarters Air Force Office of Special Investigations
HQ AFOSI/IMDAS	Freedom of Information Office
HQ AMC	Headquarters Air Mobility Command
HQ AMC/DOCC	Director, Operations Command Control
HQ ARPC	Headquarters Air Reserve Personnel Center
HQ ARPC/DPAMC	Customer Services Section
HQ ARPC/DPAE	Entitlements and Casualty Branch
HQ ARPC/DPAR	Retirement Branch
HQ ARPC/DSMR	Reference Services Branch
HQ AETC	Headquarters Air Education and Training Command
HQ USAF	Headquarters United States Air Force
HQ USAF/CVAI	International Affairs Division
III	Incapacitating Illness or Injury
ITO	Invitational Travel Order
JCS	Joint Chiefs of Staff
JFTR	Joint Federal Travel Regulation
JSAT	Joint Security Assistance Training
KIA	Killed in Action
LOD	Line of Duty Determination
MAAG	Military Assistance Advisory Group
MAJCOM	Major Command
MEPS	Military Entrance Processing Station
MIA	Missing in Action
MPF	Military Personnel Flight
MSSQ	Mission Support Squadron
MTF	Medical Treatment Facility
NGB/JA	National Guard Bureau Judge Advocate
NOK	Next of Kin
NRPC	National Personnel Records Center
NSI	Not Seriously Injured
OJT	On-the-Job-Training
OSGLI	Office of Servicemen's Group Life Insurance
OSI	Office of Special Investigations
PCS	Permanent Change of Station
PDO	Publication Distribution Office
PDS	Personnel Data System
PERSCO	Personnel Support for Contingency Operations
PIN	Production Identification Number
PL	Public Law

PMT	Practical Military Training
PNOK	Primary Next of Kin
POC	Privately Owned Conveyance
PTI	Personnel Transaction Indicator
RCSBP	Reserve Component Survivor Benefit Plan
RMC	Returned to Military Control
RSFPP	Retired Servicemen's Family Protection Plan
SAF/LLI	Secretary of the Air Force, Legislative Liaison
SAF/PA	Secretary of the Air Force, Public Affairs
SBP	Survivor Benefit Plan
SGLI	Servicemen's Group Life Insurance
SI	Seriously Ill or Injured
SNOK	Secondary Next of Kin
SOP	Standard Operating Procedure
SSA	Social Security Administration
SSN	Social Security Number
SUTA	Schedule Unit Training Assembly
TAG	Tactical Airlift Group
TDY	Temporary Duty
TE	Equivalent Training
TP	Training Period
UPRG	Unit Personnel Record Group
USAFA	United States Air Force Academy
USAFA/DPYQA	Cadet Customer Assistance Branch
USAFR	United States Air Force Reserve
U.S.C	United States Code
USO	United Services Organization
VA	US Department of Veterans Affairs
VHA	Variable Housing Allowance
VSI	Very Seriously Ill or Injured
VSO	Veterans Service Officer
WIA	Wounded in Action
344 PPS	394th Personnel Processing Squadron
394 PPS/PFCRM	Records Management Element
394 PPS/PFCO	Officer Trainee Personnel Processing Element

Section C--Terms

NOTE: These definitions are for the purpose of this AFI only. See Joint Publication 1-02, *DoD Dictionary of Military and Associated Terms*, for the official DoD definitions of many of these terms. Throughout this AFI, the word "member" refers to military personnel and the word "person" refers to either civilian or military personnel.

Active Air Force--Members of the Air Force, United States Air Force Academy Cadets, and Air National Guard and United States Air Force Reserve members serving on extended active duty (that is, they're in an active duty unit and their accountability is against active force strength).

Active Duty (AD)--Full-time duty in the active military services of the United States. A general term applied to all active military service with an active force, regardless of duration or purpose. Also applies to Reserve Officer Training Corps (ROTC) applicants, cadets, and midshipmen participating in practical military training; service academy cadets and midshipmen; and members of the Reserve components serving on AD, ADT, or IDT.

Active Duty for Training (ADT)--A tour of AD used to train Reserve members provide trained units and qualified persons to fill the needs of the Armed Forces in time of war or national emergency and such other times as national security requires. Members return to nonactive duty status when ADT is complete. ADT includes annual training, special tours of ADT, school tours, and the initial tour performed by new enlistees.

Casualty--Any person declared dead, duty status--whereabouts unknown (DUSTWUN), missing, ill, or injured.

Casualty Augmentation Support Team (CAST)--A group of individuals trained in casualty reporting, notification, and assistance procedures who help the CAR and other casualty personnel. The size of the team depends on the size of the installation it serves. The CAST may not include personnel who might deploy during a crisis situation (such as Personnel Support for Contingency Operations Team members).

Casualty Category--A term used by HQ AFMPC/DPMC to specifically classify a casualty for reporting purposes. HQ AFMPC/DPMC bases the categories on casualty type and status. Casualty categories include killed in action, died of wounds received in action, beleaguered, besieged, captured, detained, interned, missing, missing in action, and wounded in action.

Casualty Status--Used for reporting purposes. Classifies casualties as Deceased, Duty Status--Whereabouts Unknown, Missing, Very Seriously Ill or Injured, Seriously Ill or Injured, Incapacitating Illness or Injury, or Not Seriously Injured.

Casualty Type--Used for reporting purposes. Identifies casualties as resulting from either a hostile or a nonhostile situation..

Civilian Employee--A civilian employee hired in the states and assigned overseas. The Air Force pays civilian employees from Department of the Air Force or DoD appropriated or nonappropriated funds. A civilian employee must be either a US citizen or an alien admitted for permanent residence.

Continental United States (CONUS)--United States territory, including the adjacent territorial waters, located within North America between Canada and Mexico. When used for ANG casualties the term applies to the geographical limits of the 50 states and the District of Columbia, Puerto Rico, Guam, and the Virgin Islands.

Date of Death--Either the date a person died as determined by actual knowledge of the death, a date the Air Force determines based on conclusive evidence, or the date the Air Force declares a person dead based on a presumptive finding of death. Laws on brain death differ among states and countries. The Air Force determines the date of death based on local law and on when doctors declare a person brain dead or remove life support systems. When the Air Force determines that a DUSTWUN member has died, the official date of death is the date the Air Force declared the member DUSTWUN, unless conclusive evidence establishes a later date. The date of death for missing persons depends on either conclusive evidence of death or a presumptive finding of death. The Service secretary, an appointed designee, or a medical authority determines the date of death based on conclusive evidence. The date of death based on a presumptive finding of death is the date the Service Secretary or an appointed designee signs the change in casualty status from missing to deceased.

Deceased--A casualty status applicable to a person who is either known to have died, determined to have died based on conclusive evidence, or declared dead based on a presumptive finding of death. The recovery of remains is not a prerequisite to declaring a person deceased.

Died of Wounds Received in Action--A casualty category applicable to a hostile casualty (except victims of terrorism) who dies at a medical facility from wounds or injuries received in action.

Duty Status--The status in which a member serves, under Title 10 U.S.C. or Title 32 U.S.C., at the time the member becomes a casualty. Used to determine eligibility for survivor benefits and entitlements. Report a member's duty status as AD, ADT, or IDT.

Duty Status--Whereabouts Unknown (DUSTWUN)--A transitory casualty status applied to military personnel only. Used when a commander suspects that an involuntarily absent member may be a casualty but the commander does not feel there is sufficient evidence to make a definite determination of missing or deceased.

Foreign Nationals--Military or civilian nationals or natives of a foreign nation or its territories or possessions authorized to be in the United States while:

- Visiting Air Force activities.
- Serving with the Air Force on an exchange basis.
- Undergoing training under the jurisdiction of the Air Force.
- Otherwise under the auspices of the Air Force.

Friendly Fire--A term describing when a friendly force that is actively engaged against the enemy accidentally kills or wounds a member.

Home Installation--The unit where the Air Force permanently assigns a member, or the member's permanent duty station if it's not the member's assigned unit (such as for air attachés). For a member on a permanent change of station move, the Air Force consider the last assigned unit the member's home installation until the member joins the new unit.

Home of Record--Where an individual was living when commissioned, reinstated, appointed, reappointed, enlisted, reenlisted, inducted, or ordered into his or her initial tour of duty. Used in determining a member's pay, allowances, and other entitlements under various Federal statutes. A member's home of record remains constant throughout the member's career, unless he or she separates or has a definite break in service of longer than 1 day.

Hostile Casualty--A person killed or wounded in a terrorist act or "in action" (in combat or while traveling to or from a combat mission related to the hostilities). Includes friendly fire casualties unless the individual is in AWOL, deserter, or dropped-from-rolls status or is voluntarily absent from his or her station. Does not include injuries or death caused by the elements or self-inflicted wounds.

Immediate Family--The member's spouse, children, parents, and siblings.

Inactive Duty for Training--Authorized training performed by a USAFR member not on AD or ADT. Consists of regularly scheduled unit training assemblies, additional training assemblies, periods of appropriate duty or equivalent training, and any special additional duties authorized by the Secretary, performed with or without pay. Does not include work or study associated with correspondence courses.

Incapacitating Illness or Injury--The casualty status used for members whose illness or injury makes them physically or mentally unable to communicate.

Installation Commander--The officer commanding a host support unit, host wing, or higher level host unit, and identified by administrative order or command directive as an Installation Commander. Installation commanders perform duties directed by United States statutes and Air Force directives.

Killed in Action--A casualty category applied to a hostile casualty (except a victim of terrorism) who is killed in combat or who dies from wounds received in combat before reaching a hospital.

Missing--A casualty status applied to a person who is not present at his or her duty location, apparently involuntarily, and whose location the Air Force might or might not know. Title 37, U.S.C., Chapter 10 provides statutory guidance concerning missing members of the uniformed Services. Title 5, U.S.C., Chapter 7 provides statutory guidance concerning missing civilians. Excluded are personnel who are in an AWOL, deserter, or dropped-from-rolls status. HQ AFMPC/DPMC further categorizes missing persons as:

- Beleaguered. In a group surrounded by a hostile force and unable to escape.
- Besieged. In a group surrounded by a hostile force compelling it to surrender.
- Captured. Seized by an unfriendly military or paramilitary force in a foreign country.
- Detained. Kept in custody for an alleged violation of international law (or any reason claimed by the government or group holding the person).
- Interned. Definitely known to be in the custody of a nonbelligerent foreign power for reasons arising from US involvement in an armed conflict.
- Missing. Not present at duty location, apparently involuntarily, and current location is unknown.
- Missing in Action. A hostile casualty (except from terrorism) not present at duty location, apparently involuntarily, and current location is unknown.

Next of Kin--A member's relatives. The Air Force considers the person most closely related to the casualty the primary next of kin (PNOK) for casualty notification and assistance purposes. This is normally the spouse of married persons or the parents of single persons without children. If there are two next of kin with equal relationships to the member, the Air Force considers the older person the primary next of kin. Parents or legal guardians exercise the rights of minor children. **NOTE:** Notify a remarried spouse of a missing member if the Air Force recovers the remains (see 37 U.S.C. [f]). Don't notify a

former spouse who obtained a divorce from the member or who remarried before the Air Force issued a finding of death pursuant to Title 37 U.S.C.

The Air Force identifies the primary next of kin in this order:

- Spouse
- Natural, adopted, and stepchildren. Illegitimate children if acknowledged by the member or so determined by a court.
- Parents, unless a court or a statute has granted sole legal custody of the member to someone else.
- Persons standing in loco parentis.
- Persons granted legal custody of the member by court or statute.
- Siblings, including those gained through adoption.
- Grandparents.
- Other relatives in order of relationship to the member according to civil laws.
- If no other persons are available, the Secretary of the Military Department may act on behalf of the member.

Nonduty Status ANG or USAFR Member--An Air National Guard or United States Air Force Reserve member who is **NOT** serving on active duty, active duty for training, or inactive duty for training.

Nonhostile Casualty--A person who becomes a casualty in circumstances not directly related to hostile actions or terrorist acts. Casualties due to the elements, self-inflicted wounds, and combat fatigue are nonhostile casualties.

Not Seriously Injured--Casualty status of a person whose injury may or may not require hospitalization, who a medical authority does not classify as Very Seriously Injured, Seriously Injured, or Incapacitated Injury, and who can communicate.

Overseas--All locations, including Alaska and Hawaii, outside the continental United States.

Presumptive Finding of Death--A determination made by the Military Service Secretary or a designee of the Service concerned, based on a recommendation by a board or other official body, that a missing person is dead.

Responsible Commander--The commander of a member's home installation, the installation where the member is assigned or attached for duty, or any Air Force installation having knowledge of the casualty.

Returned to Military Control--The status of a DUSTWUN or missing person who returns or is recovered by a US military authority.

Seriously Ill or Injured--Casualty status of a person with an illness or injury of such severity that there is cause for immediate concern but there is no imminent danger to life.

Terrorism--The unlawful use or threatened use of force or violence against individuals or property to coerce or intimidate governments or societies, often to achieve political, religious, or ideological objectives. A victim of a terrorist act directed against the United States or its allies is a hostile casualty (see definition above).

Unit of Assignment--The unit where the Air Force assigns a member for strength accountability.

Unit of Attachment--An organization other than the member's unit of assignment (Regular or Reserve component of the United States Armed Forces), where a member performs training duty.

Very Seriously Ill or Injured--The casualty status of a person whose illness or injury is so severe that his or her life is imminently in danger.

Wounded in Action--A casualty category applied to a hostile casualty (except victims of terrorism) suffering from an injury inflicted by a hostile force. Includes all kinds of wounds and injuries suffered in action, including bruises, internal damage, fractures, burns, concussions, the effects of biological and chemical weapons, and the effects of radiation. The casualty status could be Very Seriously Injured, Seriously Injured, Incapacitating Illness or Injury, or Not Seriously Injured.

Section D--Addresses

Address all correspondence to:

HQ AFMPC/DPMC
550 C ST W, STE 14
RANDOLPH AFB TX 78150-4715

Route all messages to:

HQ AFMPC RANDOLPH AFB TX/
Office Symbols and Phone Numbers:

- Chief, Casualty Matters, HQ AFMPC/DPMC, DSN 487-2909
Casualty Assistance Branch, HQ AFMPC/DPMCAA, DSN 487-5513
Casualty Operations Center, HQ AFMPC/DPMCAC, DSN 487-3505
Missing Persons Division, HQ AFMPC/DPMCB:
- DSN 487-3752
 - Toll free outside Texas 1-800-531-5501 or 433-0048
 - Telephone -- (210) 652-XXXX

DEATH REPORT

(RCS: DD-FM&P(AR)1664, Report of Casualty)

A2.1. General.

A2.1.1. Never report a death as unconfirmed.

A2.1.2. You may report the cause of death as unconfirmed on the initial report.

A2.1.3. If there is any doubt, declare the individual AWOL, DUSTWUN, or missing, as appropriate, until you confirm the person's status.

A2.1.4. All supplemental reports must contain items A, B, and C and reference the initial casualty report and any previous supplemental reports.

A2.2. Message Precedence.

A2.2.1. Use IMMEDIATE for:

- All action addressees (see tables 2.1 and 2.2).
- Supplemental reports containing urgent information used to notify the NOK.

A2.2.2. Use PRIORITY for:

- Information addressees on initial reports (see tables 2.1 and 2.2).
- All addresses on supplemental reports from any overseas location.

A2.2.3. Use ROUTINE:

- For supplemental reports from any CONUS location.
- To report any additional information or questions concerning the casualty.

A2.3. Subject Line of Message Report. Enter CASUALTY REPORT and:

- INITIAL DEATH REPORT or SUPPLEMENTAL DEATH REPORT.
- HOSTILE or NONHOSTILE (see attachment 1, section C for definitions).

A2.4. Item-by-Item Instructions.**Item A -- Name of Casualty.**

- Enter the last name.
- Repeat the last name.
- Enter the first name, middle name, and suffix, if any.
- **EXAMPLE:** Johnson, repeat Johnson, Clayton Emerson Jr.

Item B -- Grade. Enter the military grade, cadet grade, or civilian grade. If the Air Force plans to posthumously promote the member, state "Yes" and include either:

- The special order number, date, and issuing headquarters (when published locally).
- The date the commander will forward a recommendation to the MAJCOM, if AFMPC will publish the order.
- If the Air Force does not plan to posthumously promote the member, state "No."
- If the information for this item isn't available at the time of the initial report, the CAR must:
- Coordinate with Promotions and Testing the next duty day to obtain the necessary information.
- Transmit a supplemental message to HQ AFMPC/DPMCAC by IMMEDIATE precedence.
- **EXAMPLE:** Staff Sergeant, Yes, Special Order G-12, 12 March 1992, 12MSSQ.

Item C -- Social Security Number (SSN). For a military member, cadet, or civilian, enter the SSN and repeat. **EXAMPLE:** 123-45-6789 repeat 123-45-6789.

- For overseas dependents indicated in tables 1.1 and 1.2, give the sponsor's data:
 - Last, first, and middle names.
 - Grade.
 - SSN.
 - Relationship.
 - Unit of assignment or attachment.
- For a civilian employed by the DAF or DoD overseas, state:
 - Who employs the person.
 - Whether the DAF or DoD pays the person from appropriated or nonappropriated funds.

- The person's employment status (for example, full-time, part-time, or intermittent, as indicated on SF 50, Notification of Personnel Action).
- For a civilian employed by a contractor overseas, state:
 - The name and address of the employer.
 - Whether the employer is under contract with the Air Force, Army, Navy, or Marine Corps.
- For a civilian working overseas on an Air Force base, fully identify the type of employment, such as United Services Organization (USO), American Red Cross (ARC), and so forth.

Item D -- Organization, MAJCOM, Installation, and Duty Status.

- List the complete name of the member's unit and installation of assignment, including Army, Air Force, or Fleet Post Office (APO or FPO); MAJCOM; and unit and installation of attachment, if applicable. **Do not abbreviate.**
- Follow these guidelines to report the member's duty status at the time of death:
 - Report members of the Active Air Force, including USAFA cadets, as active duty (AD).
 - Report members of the ANG and USAFR as AD, active duty for training (ADT), or inactive duty for training (IDT). **NOTE:** The member's commander or a designee determines which duty status applies and whether this duty was under a competent authority. (This is particularly true if the member was on a flight as a passenger rather than a crew member.)
 - Report AFROTC applicants and cadets as practical military training (PMT).
 - Include with the duty status whether the member was on duty, off duty, on leave, an inpatient, AWOL, deserter, and so on. **EXAMPLES:** AD/on duty, ADT/off duty, AD/inpatient. **NOTE:** If the member was on TDY, the responsible commander determines the member's true status at the time of death.
 - If the member was in an AWOL or deserter status, give the local date the AWOL or desertion began. **EXAMPLES:** AD/AWOL - 19 January 1992, ADT/deserter - 25 January 1992.
- If the member was on TDY or on TDY en route to a PCS or enroute PCS, include the TDY and gaining units and installations, as applicable.
- If the member was in a hospital patient squadron, include the member's unit and installation prior to hospitalization.

Item E -- Place of Death. Enter:

- The specific place of death (city and state if CONUS; otherwise, country or body of water).
- The name and title of the person who officially pronounced the individual dead.
- If death occurred in an official combat area or zone, enter only the country or body of water, as applicable.
- If the place of death is classified, so state and include the place of death in a classified supplement.
- **EXAMPLES:**
 - USAF Hospital Luke AFB, Phoenix, AZ, pronounced dead on arrival by Dr. Joe Greenberg.
 - 2 miles south of Roth TX on Rt 278, pronounced dead at the scene by Dr. Jane Smith, medical examiner.
 - 432 Medical Group, Misawa AB, Japan, pronounced dead by Dr. Joe Greenberg during emergency surgery.
 - 50 miles south or southwest of Eglin AFB, FL in the Gulf of Mexico, declared deceased by Colonel Mary Jones, Installation Commander, Eglin AFB, FL.

Item F -- Date and Time of Death. Enter the local date and the approximate time of death (24 hour clock).

- Confirm the time of death of both the member and the member's spouse in a supplemental message if they die in the same incident.
- If the member was discovered dead and the date of death is questionable, indicate "Found" and the date the member was found. Confirm the date of death by supplemental message when you receive the death certificate. **EXAMPLE:** 4 JUL 93/1300L.

Item G -- Manner and Cause of Death. If there is no confirmed manner and cause of death, report the preliminary determination and label it "unconfirmed." **EXAMPLES:**

- Self-inflicted - gunshot wound - unconfirmed.
- Illness - heart attack - unconfirmed.
- Accident - drowning - unconfirmed.
- Homicide - gunshot wound - unconfirmed.
- Accident - injuries received as the result of an automobile accident - unconfirmed.
- Accident - multiple shrapnel wounds, suspected friendly fire - unconfirmed.

- Confirm the actual manner and cause of death in a supplemental report within 1 duty day after receiving the death certificate, autopsy report, or accident investigation conducted in accordance with AFI 51-503 (formerly AFR 110-14). Include the type of source document used to confirm the manner and cause of death. **EXAMPLES:**
- Suicide - contact gunshot wound to the head - confirmed per death certificate.
- Illness - myocardial infarction - confirmed per autopsy report.
- Accident - salt water drowning - confirmed per death certificate.
- Homicide - multiple gunshot wounds to the head and chest - confirmed per death certificate.
- Accident - blunt force trauma due to automobile accident - confirmed per death certificate.
- Accident - multiple shrapnel wounds caused by friendly fire - confirmed per death certificate and accident investigation conducted in accordance with AFI 51-503.
- As soon as you receive the civilian death certificate, immediately mail a copy to USAF AL/AOEP, 2510 Kennedy Dr Ste 3, Brooks AFB TX 78235-5119.
- When submitting a report on a hostile casualty, indicate under manner of death either "hostile action" or "terrorist activity." If you indicate "hostile action," include whether the person was killed outright, died of wounds before reaching a medical facility, or died of wounds after reaching a medical facility. **EXAMPLES:**
 - Hostile action - mortar attack - killed outright.
 - Terrorist activity - commercial aircraft accident.
 - If the Air Force doesn't recover the remains, state the apparent manner and cause of death and indicate "body not recovered." **EXAMPLE:** Accident - apparent drowning - body not recovered.
 - If the death occurred in an official combat area or zone, provide the geographic coordinates to assist in possible subsequent recovery of the remains. If the coordinates are classified, so state and include in a classified supplement. **EXAMPLE:** Hostile action - aircraft destroyed by enemy ground fire - body not recovered. Geographic coordinates of wreckage site to follow in classified supplement.

Item H -- Circumstances.

- Telephone HQ AFMPC/DPMCAC for guidance before sending a report containing sensitive information.
- Advise HQ AFMPC/DPMCAC if there is an investigation under way of the cause and circumstances of death, such as an AFOSI investigation of an apparent suicide or an accident investigation of a suspected friendly fire incident. **EXCEPTION:** Don't report aircraft accident investigations.
- Furnish HQ AFMPC/DPMCAC with a brief and complete account of the circumstances leading to the death. Use local dates and times.
- Never report item H as "unknown." Report at least the factors considered in declaring the person deceased. Include unverified information and label it "unconfirmed." **NOTE:** Confirm it as soon as possible.
- Include information such as:
 - Type of aircraft. State whether aero club, civilian, private, or military.
 - Aircraft designation.
 - Type of mission. State whether combat or noncombat.
 - Crew position or passenger. If passenger, specify the reason why the person was on board.
 - Type of vehicle. State whether Government or private.
 - Vehicle operator or passenger.
 - Specific cause of accident, if known.
- If the circumstances of a homicide point to the involvement of a spouse or other beneficiary, consult with HQ AFMPC/DPMCAC prior to sending the report.
- Provide a brief summary of events already reported in DUSTWUN, Missing, VSI, SI, or III reports. **EXAMPLE:** On 1 January 1992 at approximately 0900, Sgt Doe lost control of his vehicle on Farm Rd 78, near Kirby, TX. He was subsequently transported to Brooks Army Medical Center at approximately 1000, where he remained until his death.

Item I -- Date of DD Form 93, Record of Emergency Data. Enter the date on member's latest DD Form 93 (see item T2).

Item J --Persons Notified or To Be Notified.

- Report the name, relationship, and address of persons listed on the member's DD Form 93.
- For overseas addresses, include the Postal Service Center (PSC) box and the APO or FPO.
- Report persons listed in item 9 only if they will receive the death gratuity payment or if they appear elsewhere on the form.
- Report the name, relationship, and address of designated SGLI beneficiaries who will actually receive insurance proceeds, (if not previously listed).

- If all persons listed on the DD Form 93 were involved in the incident and are also missing, report the name, relationship, and address of any other NOK listed on:
 - DD Form 398, DoD Personnel Security Questionnaire.
 - DD Form 1966 series, Record of Military Processing - Armed Forces of the United States.
 - Any other documents listing NOK.
- If one or more persons listed on DD Form 93 are active or retired military, so state and report their grade and service.
- If one or more persons listed on DD Form 93 are deceased or in ill health, so state.
- When reporting the death of a dependent overseas, give the full name, relationship, address, and telephone number of each relative the member wants notified.

Item K-- Notification Source, Date, and Time.

- Report who notified which persons from item J.
- Include the local date and time they made the notifications.
- If the member's commander or a designated representative notified the NOK, state his or her grade, name, and assigned organization. **EXAMPLE:** Major James E. May, 56MSSQ, notified (name and relationship) on 14 Oct 92 at 1400.
- If someone outside the Air Force notified the NOK, state the person's name and title or organization, if applicable. **EXAMPLE:** Mr. John A. Mueller, Kent County Coroner, notified (name and relationship) on 14 Oct 92 at 1415.
- When the PNOK wish to notify the SNOK, state the PNOK's name and relationship and when they notified or will notify the SNOK. Call HQ AFMPC/DPMCAC as soon as the PNOK notifies the SNOK. **EXAMPLE:** Mrs. Mary A. Singh, spouse, will notify (name and relationship) on 14 Oct 92 at 1630 - will call when accomplished.
- If notification was made to a person on behalf of minor children not living with the spouse, state who made the notification and the name of the person notified. **EXAMPLE:** Major James E. May, 56MSSQ, notified Mrs. Karen A. Smith (member's ex-spouse) on behalf of minor children on 14 Oct 92 at 1430.
- If HQ AFMPC/DPMCAC is to make notification, state: "Request AFMPC make notification to the following persons: (Indicate name, relationship, and any other pertinent information)." State who requested that HQ AFMPC/DPMCAC make notifications (the member, spouse, commander, or other).
- If notification is not advisable due to special circumstances such as ill health, state the reason.
- If the address of anyone listed on DD Form 93 is unknown and that person has not been notified, list what efforts the Air Force has made to find the person (who you queried, the results, and so forth).
- See paragraph 3.7. for notifying the NOK of foreign nationals in the United States under the auspices of the Air Force.

Item L-- Casualty Assistance.

- State that "The reporting unit is (or is not) providing casualty assistance to (name and relationship)." If not, list the base that will assist the NOK and ensure that the base is an addressee on all reports (see attachment 20).
- If the NOK will be departing your area of assistance responsibility, state when they're moving and their new address and telephone number.
- For a civilian employee, indicate the location of the Central Civilian Personnel Office (CCPO) that will assist the NOK.

Item M -- Welfare of Spouse and Children.

- If the member's spouse is dead or incapacitated or the member was a single parent, so state. If not, enter "N/A."
- Describe the children's health and status.
- Enter the name, address, and telephone number of the person caring for the children so the Air Force can pass this information on to other NOK.
- If the spouse was seriously injured or killed in the same incident, provide the names and addresses of the spouse's NOK, if known.

Item N -- Circumstance Letter. (see paragraph 5.1.2., 5.1.4., and 5.1.5.)

- State to whom the Air Force will send letter and the projected dispatch date, or why the Air Force will not send letters, if such is the case. **EXAMPLE:** Commander will send a circumstance letter to (name and relationship) 30 Oct 92.

Item O -- Condolence Letter. (see paragraphs 5.1.3., 5.1.4., and 5.1.5)

- State to whom the Air Force will send condolence letters and the projected dispatch date, or the reason why the Air Force will not send condolence letters, if that is the case. **EXAMPLE:** Commander will send a condolence letter to (name and relationship) 27 October 1992.

Item P -- Special Condolence Letter.

- Report any information that might help HQ AFMPC/DPMCAA determine whether to send an Air Force Chief of Staff or a Presidential condolence letter.
- This item always applies. You must complete it in the initial message or in a supplemental message no later than the first duty day after the initial death report.
- Either state "letter is appropriate" or describe why one isn't appropriate. **EXAMPLES:** State "divorce pending - letter not appropriate" or "member under investigation by OSI for fraud - letter not appropriate."
- Complete this item only after reviewing all records, unfavorable information files, and information from the member's commander.
- A condolence letter is not appropriate under circumstances such as these:
- Marital Discord:
 - The member was separated from his or her spouse.
 - There is a divorce pending.
 - The spouse contributed directly or indirectly to the member's death.
 - There was a marriage triangle.
- Record of Misconduct.
 - The member was subject to civil or military disciplinary actions.
 - The member was AWOL or a deserter.
 - The member used drugs or drank excessively.
 - The member evaded police.
- Investigations. The member was under investigation by the security police, Office of Special Investigations (OSI), or any other civil or military law enforcement agency at the time of death.
- If an investigation reveals any evidence of homosexuality, drug addiction, molestation, escaping from police, or homicide, report this information immediately in a supplemental casualty message.
- Report any other information that affects the preparation of a condolence letter. For example, if the NOK does not read or speak English, indicate which language to use in the condolence letter.

Item Q -- Documentation. (see paragraph 5.3.3)

- State either, "documentation not required" or "documentation required," as applicable.
- If another installation must obtain and distribute the documentation, state, "Documentation required - request (installation) acknowledge by message, responsibility to obtain and distribute documentation."

Item R -- Beneficiary for Gratuity Pay.

- If there is a spouse, enter the word "spouse." If there is no spouse but surviving children, enter the word "children."
- If there is no spouse or surviving children, enter the complete designations and percentages listed on DD Form 93, item 9.
- Spell out percentages. **EXAMPLE:** Fifty percent or one hundred percent.

Item S-- Beneficiary for Unpaid Pay and Allowances.

- If the member designated the spouse as beneficiary, enter the word "spouse." Otherwise, enter the name and relationship of one or more designated beneficiaries.
- If the member designated more than one person as beneficiaries, enter the names and percentages listed on the member's DD Form 93, item 10.
- Spell out percentages. **EXAMPLE:** Fifty percent or one hundred percent.

Item T-- Servicemen's Group Life Insurance (SGLI).

- Report the name, relationship, and current address of the beneficiaries shown on VA Form SGLV8286, Servicemen's Group Life Insurance Election and Certificate.
- Do not attempt to name beneficiary when listed as "By Law."
- Report the designated method of settling the claim for each beneficiary listed on VA Form SGLV 8286.
- If the deceased has less than the maximum coverage, indicate the amount.
- Indicate if the deceased withdrew from the program or is ineligible for coverage due to desertion or forfeiture, and specify "confirmed per FSO" or "unconfirmed." If unconfirmed on the initial message, confirm the next duty day by supplemental message after checking with the servicing Finance Service Office (FSO) that the amount of SGLI coverage agrees with the premium deduction. **EXAMPLES:**
 - SGLI - Lump - By Law, unconfirmed.

- SGLI - 36 Months - Mrs. Joyce B. Jones, Sister, Same as item J, confirmed per local FSO.
- Immediately telefax (DSN 487-3805) and later mail these documents to HQ AFMPC/DPMCAA: Retain a copy of each document in the casualty case file and the UPRG.
- DD Form 93. Forward a copy with original signatures (telefax only when different from copy on file at HQ AFMPC/DPMC).
- VA Form SGLV 8286. Forward the original.
- VA Form SGLV 8283. Forward the original after telefaxing claim to OSGLI, Newark NJ (DSN 247-0111 (offnet (201) 802-7991)).
- Any other VA forms related to SGLI found in the UPRG. Forward one or more original signed forms and a photocopy.
- For ANG and USAFR casualties, forward a copy of orders and a statement from the ANG unit finance officer, Reserve Pay unit or the Defense Finance and Accounting Service-Denver Center (DFAS-DE) indicating the amount of SGLI deductions and the date of the first and last deduction.

Item U -- Additional Information Required When Reporting the Death of USAFA Cadets, AFROTC Applicants and Cadets, Civilian Employees, and ANG and USAFR Members on Inactive Duty Training or Active Duty for Training.

- For ANG and USAFR members, report Home of Record.
- For USAFA cadets, AFROTC applicants and cadets, and civilian employees, report:
 - Date and Place of Birth.
 - Home of Record.
 - Religious Preference.
 - Race, Ethnic Group, and Sex.

DUSTWUN AND MISSING REPORTS
(RCS: DD-FM&P(AR)1664, Report of Casualty)

A3.1. General. Supplemental reports must reference the initial Casualty report.

A3.2. Message Precedence.

A3.2.1. Use IMMEDIATE for:

- All action addressees (see tables 2.1 and 2.2).
- Supplemental reports containing urgent information used to notify the NOK.

A3.2.2. Use PRIORITY for:

- Information addressees on initial reports (see tables 2.1. and 2.2.).
- All addresses on supplemental reports from any overseas location.

A3.2.3. Use ROUTINE:

- For supplemental reports from any CONUS location.
- To report any additional information or questions concerning the casualty.

A3.3. Subject Line of Message Report. Enter CASUALTY REPORT and:

- INITIAL or SUPPLEMENTAL.
- DUSTWUN or MISSING REPORT.
- HOSTILE or NONHOSTILE (see attachment 1, section C for definitions).

A3.4 Item-by-Item Instructions.

Item A -- Name of Casualty.

- Enter the last name.
- Repeat the last name
- Enter the first name, middle name, and suffix, if any.
- **EXAMPLE:** Fulaytar repeat Fulaytar, David Joseph.

Item B -- Grade. Enter the military grade, cadet grade, or civilian grade.

Item C -- Social Security Number:

- For a military member, cadet, or civilian, enter the SSN and repeat. **EXAMPLE:** 123-45-6789 repeat 123-45-6789.
- For overseas dependents indicated in tables 1.1 and 1.2, give the sponsor's data:
 - Last, first, and middle names.
 - Grade.
 - SSN.
 - Relationship.
 - Unit of assignment or attachment.
- For a civilian employed by the DAF or DoD overseas, state:
 - Whether the person is a US citizen or an alien admitted to the US for permanent residence.
 - Who employs the person.
 - Whether the DAF or DoD pays the person from appropriated or nonappropriated funds.
- The person's employment status (for example, full-time, part-time, or intermittent, as indicated on SF 50).
- For a civilian employed by a contractor overseas, state:
 - The name and address of the employer.
 - Whether the employer is under contract with the Air Force, Army, Navy, or Marine Corps.
 - For a civilian working overseas on an Air Force base, fully identify the type of employment, such as United Services Organization (USO), American Red Cross (ARC), and so forth.

Item D -- Organization, MAJCOM, Installation, and Duty Status. List the complete name of the member's unit and installation of assignment, including Army, Air Force, or Fleet Post Office (APO/FPO); MAJCOM; and unit and installation of attachment, if applicable. **NOTE:** Do not abbreviate.

- If the member was on TDY or on TDY en route to a PCS, en route to a PCS include the TDY and gaining units and installations, as applicable.
- Follow these guidelines to report the member's duty status at the time the Air Force declared DUSTWUN or Missing:

- Report members of the Active Air Force, including USAFA cadets, as active duty (AD).
- Report members of the ANG and USAFR as AD, active duty for training (ADT), or inactive duty for training (IDT). **NOTE:** The member's commander or a designee determines which duty status applies and whether this duty was under a competent authority. (This is particularly true if the member was on a flight as a passenger rather than a crew member.)
- Report AFROTC applicants and cadets as practical military training (PMT).
- Include with the duty status whether the member was on duty, off duty, or on leave. **EXAMPLES:** AD/on duty, ADT/off duty.

Item E -- Last Known Location of Individual. If the location or geographic coordinates are classified, so state and include them in a classified supplement. If it is an in flight position, also indicate:

- The flight's home base or origin.
- The base of last departure.
- The final destination.
- The flight's last radar or radio position.

Item F -- Date and Time of Loss. Use local date and approximate time.

- If submitting a missing report after having initially submitted a DUSTWUN Report, be sure the local date and approximate time are the same as reported in the DUSTWUN report, unless there is evidence to substantiate a different date and time.

Item G -- Circumstances. Furnish an accurate and explicit account of the circumstances leading to the current status of the individual so HQ AFMPC/DPMC and intermediate commanders are aware of all facts available to the reporting commander.

- Never report this item as "unknown." Report at least the information on which the commander based the member's status and confirm the information as soon as possible.
- Report the local date and time that search personnel first arrived in the area. Explain if conditions prevent aerial or ground search.
- If the casualty resulted from an aircraft accident or incident, state whether that aircraft was military, aero club, private, or civilian, and state the aircraft's designation.
- Report military crew position of record or actual position at time of the accident or incident and the type of aircraft and mission.
- When declaring a person missing, a detailed account of the circumstances surrounding the casualty is very important. HQ AFMPC/DPMC will further categorize the casualty as missing in action, detained, captured, and so on (see attachment 1, section C) based on the information provided. Commanders must include all information available that may have a bearing on accurately categorizing the missing person.
- In hostile situations in which the disappearance is considered to be due to hostile action and active search and rescue efforts are impossible, state "no search progress reports required" and give the reason why.

Item H -- Date of DD Form 93. Enter date of member's latest DD Form 93.

Item I - Persons Notified or To Be Notified. Report the name, relationship, and address of persons listed on the member's DD Form 93.

- For overseas addresses, include the Postal Service Center (PSC) box and the APO or FPO.
- Report persons listed in item 9 only if they will receive the death gratuity payment or if they appear elsewhere on the form.
- Report the name, relationship, and address of designated SGLI beneficiaries who will actually receive insurance proceeds (if not previously listed).
- If all persons listed on the DD Form 93 are deceased, report the name, relationship, and address of any other NOK listed on:
 - DD Form 398, Personnel Security Questionnaire.
 - DD Form 1966 series, Record of Military Processing - Armed Forces of the United States.
 - Any other documents listing NOK.
- If one or more persons listed on the DD Form 93 are active or retired military, so state and report their grade and service.
- If one or more persons listed on DD Form 93 are deceased or in ill health, so state.

- When reporting that a dependent is missing overseas, give the full name, relationship, address and telephone number of each relative to notify.

Item J -- Notification Source, Date, and Time. Report who notified which persons from item I.

- Include the local date and time they made the notifications.
- If the member's commander or a designated representative notified the NOK, state his or her grade, name, and assigned organization. **EXAMPLE:** Lt Col Susan E. Matthews, 21ALS, notified (name and relationship) on 18 October 1992 at 1500.
- If someone outside the Air Force notified the NOK, state the person's name and title or organization, if applicable. **EXAMPLE:** Sheriff John A. Black, Kent County Sheriff, notified (name and relationship) on 14 October 1992 at 1415.
- When the PNOK wish to notify the SNOK, state the PNOK's name and relationship and when they notified or will notify the SNOK. Call HQ AFMPC/DPMCAC as soon as the PNOK notifies the SNOK. **EXAMPLE:** Mrs. Mary E. Jones, spouse, will notify (name and relationship) on 18 October 1992 at 1630 - will call when accomplished.
- If notification was made to a person on behalf of minor children not living with the spouse, state who made notification and the name of the person notified. **EXAMPLE:** Major Charles F. Swank, 21ALS, notified Mrs. Nancy J. Curran (member's ex-spouse) on behalf of minor children on 18 October 1992 at 1530.
- If HQ AFMPC/DPMCAC is to make notification, state: "Request AFMPC make notification to the following persons: (Indicate name, relationship, and any other pertinent information)."
- If notification is not advisable due to special circumstances such as ill health, state the reason.
- If the address of anyone listed on DD Form 93 is unknown and that person has not been notified, tell what efforts the Air Force has made for finding the person (who you queried, the results, and so forth).
- See paragraph 3.8. for notifying the NOK of foreign nationals in the US under the auspices of the Air Force.

Item K -- Search Progress Reports.

- If the Air Force is going to conduct a search, state the grade, name, and unit of the responsible commander who will provide the NOK with daily progress reports.
- If an overseas commander wishes to ask AFMPC to help provide daily progress reports to the NOK, state "Request AFMPC provide daily progress reports to the following persons: (indicate name and relationship)."

Item L-- Casualty Assistance (Missing Report Only).

- State that "The reporting unit is (or is not) providing casualty assistance to (name and relationship)." If not, list the base that will assist the NOK and ensure that the base is an addressee on all reports (see attachment 20).
- If the NOK will be departing your area of assistance responsibility, state when they're moving and their new address and telephone number.
- For a civilian employee, indicate the location of the Central Civilian Personnel Office (CCPO) that will assist the NOK.

Item M --Circumstance Letters (Missing Report Only) (see paragraphs 5.1.2 and 5.1.4.) State to whom the Air Force will send letter and the projected dispatch date, or why the Air Force will not send letters, if such is the case. **EXAMPLE:** Commander will send a circumstance letter to (name and relationship) 30 October 1992.

Item N -- Additional Information Required (Missing Report Only) for USAFA Cadets, AFROTC Applicants and Cadets, Civilian Employees, and ANG and USAFR Members on Inactive Duty Training or Active Duty for Training.

- For ANG and USAFR members, report Home of Record.
- For USAFA cadets, AFROTC applicants and cadets, and civilian employees, report:
 - Date and Place of Birth.
 - Home of Record.
 - Religious Preference.
 - Race, Ethnic Group, and Sex.

SEARCH PROGRESS REPORT

(RCS: HAF-DP(AR)9476, Missing Persons Reports)

A4.1. General. This report is designated emergency status code C1. Continue reporting during emergency conditions, priority precedence. Submit data requirements assigned this category as prescribed or by any means to ensure arrival on the established due dates. Continue reporting during MINIMIZE.

A4.1.1. All progress reports must include items A through E.

A4.1.2. Reference the initial Casualty report and the most recent Search Progress report.

A4.1.3. Report item F when the Air Force discontinues the search.

A4.2. Message Precedence.

A4.2.1. Use IMMEDIATE for:

- All action addressees (see tables 2.1 and 2.2).
- Supplemental reports containing urgent information used to notify the NOK.

A4.2.2. Use PRIORITY for:

- Information addressees on initial reports (see tables 2.1. and 2.2.).
- All addresses on supplemental reports from any overseas location.

A4.2.3. Use ROUTINE:

- For supplemental reports from any CONUS location.
- To report any additional information or questions concerning the casualty.

A4.2. Subject Line of Message Report. Enter CASUALTY REPORT and:

- SEARCH PROGRESS REPORT or FINAL SEARCH PROGRESS REPORT.
- HOSTILE or NONHOSTILE (see attachment 1, section C for definitions).

A4.3. Item-by-Item Instructions.

Item A -- Date and Type of Incident. Use local date and provide a brief description of the incident. *EXAMPLE:* C-141 aircraft missing in flight between Hawaii and Guam on 6 Sep 92, 100 miles off coast of Wake Island.

Item B -- Number of Persons Involved. Enter the number of persons in each of these categories still unaccounted for:

- Total Air Force military personnel.
- Total civilians.
- Total dependents.
- Total military personnel from other US Services. Specify Services.
- Total military personnel from foreign countries. Specify countries.

Item C -- Search and Investigation Data.

- Provide all pertinent information on the extent, duration, participants, and findings of search and rescue operations and investigations the commander conducts.
- Indicate areas searched and investigation findings since last report.
- Report any sightings of equipment, wreckage, or debris, where they are located, and if they belong to the missing conveyance or personnel (if known).
- Include a brief summary of interviews with witnesses or others having information concerning the incident. Indicate whether the Air Force has verified the data.

Item D -- Changes in Casualty Status.

- Report all evidence that might support a future change in casualty status, including descriptions of:
- The area in which an incident occurred, including its terrain (mountains, desert, jungle, and so forth) or water conditions (currents, depths, sharks, distance to land, waves, temperatures, and so forth).
- The weather conditions in the area, such as snow, winds, floods, temperatures, and so forth.
- The physical condition of missing personnel, including known injuries or evidence that any of the persons involved is incapacitated (specify which persons).
- The clothing and personal equipment available to improve chances of survival.
- Relevant background information on specific personnel, such as swimming ability, survival training, and anything in the past that shows personal behavior, habits, or hobbies that would increase or decrease chances of survival.

- Estimate how long the missing individuals could survive.
- Report any information that indicates the Air Force should change a person's status to AWOL or deserter.

Item E -- Information of Interest to NOK. Report any information that would be of interest to NOK, such as the condition of other family members, participation of family members in search operations, arrival or departure of family members in search area, well-being of children, and so forth.

Item F-- Search Discontinued.

- Report the local date the Air Force discontinued the search and give the reasons why, such as presence of hostile forces, inclement weather, darkness, and so on.
- Report the number of survivors or remains recovered, if any, and when appropriate casualty reports will follow.
- Indicate local date and time search will resume, if applicable.
- **Final Search Progress Report.** If HQ AFMPC/DPMC waives the Final Search Progress Report, report all information collected since submitting the last Search Progress Report on the appropriate casualty report.

RETURNED TO MILITARY CONTROL (RMC) REPORT

(RCS: DD-FM&P(AR)1663, Presidential or Congressional Designated Reporting of Combat Area Casualties)

A5.1. General.

A5.1.2. Any installation commander who has knowledge of the facts reports persons returned to military control.

A5.1.3. Reference the initial DUSTWUN or Missing report.

A5.2. Message Precedence.

A5.2.1. Use IMMEDIATE for:

- All action addressees (see tables 2.1 and 2.2).
- Supplemental reports containing urgent information used to notify the NOK.

A5.2.2. Use PRIORITY for:

- Information addressees on initial reports (see tables 2.1. and 2.2.).
- All addresses on supplemental reports from any overseas location.

A5.2.3. Use ROUTINE:

- For supplemental reports from any CONUS location.
- To report any additional information or questions concerning the casualty.

A5.3. Addressees and Report of Delivery.

A5.3.1. Enter the addressees and locations indicated in tables 2.1 and 2.2.

A5.3.2. Enter "Confirm Delivery Action Addressees" in the Special Instructions block (see AFI 37-126).

A5.4. Subject Line of Message Report. Enter CASUALTY REPORT RETURNED TO MILITARY CONTROL FROM (APPROPRIATE STATUS) and either HOSTILE or NONHOSTILE (see attachment 1, section C for definitions of hostile and nonhostile).

A5.5. Item-by-Item Instructions.**Item A -- Name of Casualty.**

- Enter the last name.
- Repeat the last name.
- Enter the first name, middle name, and suffix, if any.
- **EXAMPLE:** Fulaytar repeat Fulaytar, David Joseph.

Item B-- Grade. Enter the military grade, cadet grade, or civilian grade.

Item C-- Social Security Number (SSN). For a military member, cadet, or civilian, enter the SSN and repeat. **EXAMPLE:** 123-45-6789 repeat 123-45-6789. For overseas dependents indicated in table 1.1 or 1.2, give the sponsor's data:

- Last, first, and middle names.
- Grade.
- SSN.
- Relationship.
- Unit of assignment or attachment.

Item D -- Returned to Military Control. Report the location and the local date and time of the member's return to military control.

Item E -- Physical and Mental Condition of Individual.

- It is extremely important that a medical authority describe the individual's physical and mental condition.
- Be concise in entering this information on the report.
- Include whether the individual is hospitalized or if the doctor anticipates hospitalization.

Item F -- Message to NOK. The member may provide a personal message that HQ AFMPC/DPMC immediately forwards to specified NOK.

Item G -- Evacuation Plans. Provide any information on plans to:

- Return the individual to CONUS.
- Admit the individual to a hospital.
- Place the individual on convalescent or ordinary leave.
- Return the individual to duty.
- Give the dates when the Air Force plans to move the individual, if known, and addresses of future locations.

AF FORM 484, MISSING PERSONS SUPPLEMENTARY REPORT
(RCS: HAF-DP(AR)9476, Missing Persons Reports)

A6.1. General.

A6.1.1. Classify only those entries that contain classified information

A6.1.2. This report is designated emergency status code C1. Continue reporting during emergency conditions, priority precedence. Submit data requirements assigned this category as prescribed or by any means to ensure arrival on the established due dates. Continue reporting during MINIMIZE.

A6.2. Item-by-Item Instructions.

Items 1, 2, and 3. The information in these items must be consistent with the information in items E, F, and G of the Initial Missing Report. If they differ, attach an explanation. Use local date and time.

Item 4. Enter airport destination or a target's name and geographic coordinates.

Item 5. Enter the intended flight route by name or geographic coordinates.

Item 6. Describe the weather conditions in the last known location.

Item 7.

- Use exact geographic coordinates, if possible.
- List the approximate distance from an identifiable location, if known.
- Indicate in degrees the compass direction in which the aircraft was headed.

Item 8. Self-explanatory.

Items 9a-9e. Self-explanatory.

Items 9f-9h. List the specific types of armaments, special equipment, and weapons.

Item 9i. Self-explanatory.

Item 10. Self-explanatory.

Item 11.

- List the names of all witnesses believed to have knowledge of missing personnel or aircraft.
- Submit signed witness statements with the form if available.

Item 12. Provide a brief summary of:

- The circumstances surrounding the disappearance.
- Search efforts made.
- List all factors that could contribute to the victim's chance of surviving, including:
 - Survival equipment available.
 - Arms available.
 - Natural shelter in the area.
 - Intelligence on local populations.
- Explain any conflicts with witness statements or other facts.

Item 13.

- Enter the commander's recommendation on whether or not to change the casualty status of any missing persons to deceased.
- Include the commander's opinion on the chances for survival and the maximum likely survival time under the stated circumstances. **NOTE:** The failure to find remains or the lack of an eyewitness account of a death are not by themselves adequate bases for determining survival is possible.

9-MONTH INVESTIGATION REPORT
(RCS: HAF-DP(AR)9476, Missing Persons Reports)

A7.1. Report Address. Address the report directly to HQ AFMPC/DPMCB. (NOTE: This report is designated emergency status code C1. Continue reporting during emergency conditions, priority precedence. Submit data requirements assigned this category as prescribed or by any means to ensure arrival on the established due dates. Continue reporting during MINIMIZE.)

A7.2. Contents of Report. Include this information:

- The names, grades, and Social Security numbers of casualties as reported in previous Missing reports.
- The results of search, rescue, and investigative efforts not previously reported.
- Leads, if any, developed from the latest information available.
- The commander's current opinion on whether or not one or more persons might have survived.
- The basis for the commander's opinion.
- The commander's recommendation on whether to continue one or more persons in a Missing casualty status or to take other action.

SAMPLE 9-MONTH INVESTIGATION REPORT**Appropriate Letterhead**

MEMORANDUM FOR HQ AFMPC/DPMCB

FROM: (Organization Mailing Address)

SUBJECT: 9-Month Investigation Report on a Missing Person (RCS: HAF-DP(AR)9476, Missing Persons Reports)

This 9-month investigation report pertains to Major Roger C. Smith, 023-45-6789FR, missing from Eglin AFB, FL since 15 May 1989. I am forwarding it in accordance with AFI 36-3002, chapter 2.

The initial circumstances surrounding the loss of Major Smith in an Eglin AFB Aeroclub Cessna 172 aircraft incident remain unchanged. We have maintained close contact with Air Force, state, and Federal investigative agencies in an attempt to establish Major Smith's true status; however, all follow-up actions have been negative. The only supplemental information you haven't received in subsequent reports is that on 14 Dec 1989, the Federal Aviation Administration office in Pensacola FL thought that a dredging machine had recovered the tail section of the missing aircraft in a body of water adjacent to Eglin AFB. Further analysis revealed it was from a Piper Cub rather than a Cessna.

I based my decision to place Major Smith in a Missing status on my belief that he probably encountered severe weather soon after his departure on a routine night training flight, and that the aircraft crashed within 20 miles of Eglin AFB. Given his outstanding physical condition, I felt it was possible for him to survive on one of the small islands in the area, even if injured, until located by search and rescue personnel or recreational boaters or fishermen. Considering the passage of time without any information from or about Major Smith or anything whatsoever concerning the missing aircraft, it now appears that Major Smith did not survive the crash of his aircraft, which apparently occurred over water. Accordingly, I recommend that the Air Force change the status of Major Roger C. Smith from Missing to Deceased.

JOHN J. DOE
Brigadier General, USAF
Commander

SAMPLE WITNESS STATEMENT

On 5 February 1991, I was pilot of an F-15C flying MIG cover for Shark 01, piloted by Colonel Barry T. Smith. Prior to reaching the target area, at approximately 0721L, I observed a MIG-25 making a high-speed attack on Col Smith's aircraft. As I dove to intercept, I alerted Col Smith and instructed him to break hard right. As Shark 01 began his break, he was hit by the enemy fire. I observed both Col Smith and LTC Irwin ejecting and that they had good parachutes. I continued in pursuit of the MIG, got radar lock, and fired my missile, destroying the aircraft. I then returned to the incident location. At that time, I received bogey dope on inbound bandits and we were receiving a lot of radar-guided flak. We did not conduct an organized search due to the intense enemy flak and aircraft in the area. I saw both Col Smith and LTC Irwin on the ground in what seemed to be good condition.

LYNN I. MALTBIE
Major, USAF

VSI, SI, AND III CASUALTY REPORTS
(RCS: HAF-DP(AR)9477, Medical Casualty Reports)

A10.1. General.

A10.1.1. Reference the initial Casualty report on supplemental reports.

A10.1.2. This report is designated emergency status code C1. Continue reporting during emergency conditions, priority precedence. Submit data requirements assigned this category as prescribed or by any means to ensure arrival on the established due dates. Continue reporting during MINIMIZE.

A10.2. Message Precedence. Use IMMEDIATE for action addressees and PRIORITY for information addressees (see table 2.3).

A.10.3. Subject Line of Message Report. Enter CASUALTY REPORT and:

- INITIAL VSI, SI, or III REPORT or SUPPLEMENTAL VSI, SI, or III REPORT.
- HOSTILE or NONHOSTILE (see attachment 1, section C for definitions).
- For persons previously reported VSI, SI, or III and later removed (WRITE) and then placed back on the VSI, SI, or III list, include this remark at the end of the subject line: "Patient previously removed from (VSI, SI, III) on (date)."

A10.4. Item-by-Item Instructions.**Item A -- Name of Casualty.**

- Enter the last name.
- Repeat the last name.
- Enter the first name, middle name, and suffix, if any.
- **EXAMPLE:** McArdle repeat McArdle, Anne Paula.

Item B -- Grade. Enter the either military grade, cadet grade, or civilian grade.

Item C -- Social Security Number. For a military member, cadet, or civilian, enter the SSN and repeat. **EXAMPLE:** 123-45-6789 repeat 123-45-6789.

- For overseas dependents indicated in table 1.1 and 1.2, give the sponsor's data:
 - Last, first, and middle names.
 - Grade.
 - SSN.
 - Relationship.
 - Unit of assignment or attachment.
- For a civilian employed by the DAF or DoD overseas, state:
 - Whether the person is a US citizen or an alien admitted to the United States for permanent residence.
 - Who employs the person.
 - Whether the DAF or DoD pays the person from appropriated or nonappropriated funds.
 - The person's employment status (for example, full-time, part-time, or intermittent, as indicated on SF 50).
- For a civilian employed by a contractor overseas, state:
 - The name and address of the employer.
 - Whether the employer is under contract with the Air Force, Army, Navy, or Marine Corps.
- For a civilian overseas working on an Air Force base, fully identify the type of employment, such as United Services Organization (USO), American Red Cross (ARC), and so forth.

Item D -- Organization, MAJCOM, and Installation. List the complete name of the member's unit and installation of assignment, including Army, Air Force, or Fleet Post Office (APO or FPO), MAJCOM, and unit and installation of attachment, if applicable. Do not abbreviate.

Item E -- Medical Treatment Facility (MTF). Enter the name, location, mailing address, and telephone number of the MTF.

- For a civilian MTF in a foreign country, state whether the staff speaks and understands English.

Item F -- Date of Hospitalization and Diagnosed as VSI, SI, or III. Use local dates.

Item G -- Diagnosis of Illness or Injury.

- Precisely describe the illness or injury.
- Use both layman's and medical terminology.
- If the spine or neck is injured, indicate if there is any paralysis, its extent, and whether it's temporary or permanent.

Item H -- Prognosis, Condition, and Treatment.

- Prognosis and Condition.
 - Report in simple terms, but avoid vagueness.
 - State if the prognosis is undetermined.
 - Indicate the member's present condition.
- Condition and Treatment. Completely and accurately address any of this information that applies:
 - Surgery. State the type, reasons for, and results of surgery. State the member's chances for full or partial recovery.
 - Medication. State type and dosage.
 - Life Support. State if the member is on a ventilator, if member is conscious or unconscious, or if member is comatose (natural or drug-induced), and so on.
 - Diet. State if liquid, intravenous (IV), or regular.
- Inadequate Information. If you don't have prognosis and treatment information, do not delay submission of report. Report the information in daily medical progress reports.

Item I -- Cause and Circumstances.

- Report the cause of the illness or injury and give a brief account of the circumstances.
- Report whether any other family members were involved in the incident. If so, report their condition.
- If the casualty resulted from a military aircraft accident or incident, state crew position, if applicable.
- When submitting a report on a hostile casualty, state how the injuries occurred.

Item J -- Date of DD Form 93, Record of Emergency Data. Enter the date of the member's latest DD Form 93.**Item K -- Persons Notified or To Be Notified:** Report the name, relationship, and address of persons listed on the member's DD Form 93.

- For overseas addresses, include the Postal Service Center (PSC) box and the APO or FPO.
- If all persons listed on the DD Form 93 are deceased, report the name, relationship, and address of any other NOK listed on:
 - DD Form 398, Personnel Security Questionnaire.
 - DD Form 1966 series.
 - Any other documents listing NOK.
- If the member is incapacitated and the spouse is either deceased or incapacitated, and the member's children are in the care of someone else, report the children's status and health and the name, address, and telephone number of persons caring for them.
- If one or more persons listed on the DD Form 93 are active or retired military, so state and report their grade and service.
- If one or more persons listed on the DD Form 93 are deceased or in ill health, so state.
- When reporting on an injured or ill dependent VSI, SI or III overseas, give the full name, relationship, address, and telephone number of each relative the member wants notified.

Item L -- Notification Source, Date, and Time.

- Report who notified which persons from item K.
- Include the local date and time they made the notifications.
- Indicate the member's desires on which NOK to notify, if any.
- If the member's commander or a designated representative notified the NOK, state his or her grade, name, and assigned organization. **EXAMPLE:** CMSgt Dave Heaphy, 56MSSQ, notified (name and relationship) on 14 October 1992 at 1400.
- If someone outside the Air Force notified the NOK, state the person's name and title or organization, if applicable. **EXAMPLE:** Dr Katherine Deer, Landstuhl Army Medical Center, notified (name and relationship) on 14 October 1992 at 1415.

- When the PNOK wish to notify the SNOK, state the PNOK's name and relationship and when they notified or will notify the SNOK. Call HQ AFMPC/DPMCAC as soon as the PNOK notifies the SNOK. **EXAMPLE:** Mrs. Mary A. Jones, spouse, will notify (name and relationship) on 14 Oct 92 at 1630 - will call when accomplished.
- If notification was made to a person on behalf of minor children not living with the spouse, state who made the notification and the name of the person notified. **EXAMPLE:** Major James E. May, 56MSSQ, notified Mr. Peter A. Smith (member's ex-spouse) on behalf of minor children on 14 October 1992 at 1430.
- If HQ AFMPC/DPMCAC is to make notification, state: "Request AFMPC make notification to the following persons: (Indicate name, relationship, and any other pertinent information)."
- State who requested that HQ AFMPC/DPMCAC make notifications (the member, spouse, commander, and so on).
- If notification is not advisable due to special circumstances such as ill health, state the reason.
- For notifying the NOK of foreign nationals in the United States under the auspices of the Air Force, see paragraph 3.4.

Item M -- NOK Invitational Travel. See the instructions in paragraph 2.22. **NOTE:** This item does not apply in an official combat area or zone.

- When the NOK are in an overseas area, and the member is hospitalized in another overseas area, include the base nearest the NOK as an information addressee.
- Before recommending invitational travel, consider the likelihood of a medical evacuation.
- Indicate with "Yes" or "No" whether doctors consider it medically advisable to bring the NOK to the patient's bedside.
- Report the name and grade of the requesting physician and the medical treatment facility (MTF) commander concurring with the request.
- Indicate the names and relationships of NOK offered travel in this statement: "(Names/relationships) are authorized to enter the theater. Request that AFMPC publish travel message and other instructions."
- Indicate the type of clothing the NOK should pack and an approximate daily expense for food and quarters (in dollars).
- Report visa requirements, if any, per Foreign Clearance Guide.
- Enter the name and phone (home and duty) of the individual who will assist the NOK during their stay.

VSI, SI, AND III MEDICAL PROGRESS REPORTS
(RCS: HAF-DP(AR)9477, Medical Casualty Reports)

A11.1. General. This report is designated emergency status code C1. Continue reporting during emergency conditions, priority precedence. Submit data requirements assigned this category as prescribed or by any means to ensure arrival on the established due dates. Continue reporting during MINIMIZE.

A11.1.1. All reports must contain items A, B, and C and reference the initial Casualty report and the most recent Medical Progress report.

A11.1.2. Confirm all previously unconfirmed items as soon as possible.

A11.1.3. Report items A through K if the member is being removed from a reportable status.

A11.2. Message Precedence. Use IMMEDIATE for action addressees and PRIORITY for information addressees (see table 2.3).

A11.3. Subject Line of Message Report. Enter CASUALTY REPORT, MEDICAL PROGRESS REPORT, and:

- VSI, SI, or III
- HOSTILE or NONHOSTILE (see attachment 1, section C for definitions).

A11.4. Item-by-Item Instructions.

Item A -- Name of Casualty.

- Enter the last name.
- Repeat the last name.
- Enter the first name, middle name, and suffix, if any.
- **EXAMPLE:** Jensen, repeat, Jensen, Robert Alan.

Item B -- Grade. Give the military grade, cadet grade, or civilian grade.

Item C -- Social Security Number. Enter the SSN and repeat. **EXAMPLE:** 123-45-6789 repeat 123-45-6789.

Item D -- Condition and Prognosis.

- Report any improvement or deterioration in the member's condition.
- Indicate the prognosis and describe the patient's morale.

Item E -- Changes or Extensions to Diagnosis. Report any changes or extensions to previously reported diagnoses.

Item F -- Treatment. Address any changes to treatment, including:

- Medication. State type and dosage.
- Life support. State if member is on ventilator, if member is conscious or unconscious, or if member is comatose (trauma or drug induced).
- Diet. State if liquid, intravenous (IV), or regular.
- Describe the member's response to treatment so far.

Item G -- Surgery.

- State the type, reasons for, and results of surgery.
- Indicate if doctors have scheduled or canceled surgery, and why.

Item H -- Evacuation Plans. Indicate if there are any plans to evacuate the patient to the United States or to another overseas MTF.

Item I -- NOK Accompanying Patient Evacuation.

- Report the names of NOK who will accompany the patient when evacuated (MOVED or BROKE).
- Include the gaining MTF and servicing MPF.
- Address any special needs of the NOK on arrival (transportation, billeting, ARC assistance, and so on). **NOTE:** If the member's minor children will not travel, list the names, addresses, and telephone numbers of individuals caring for them.

Item J -- Other Information. Provide any other information in the interest of the patient or the NOK. *EXAMPLE:* Member now conscious and sends message to mother, "I feel okay. Don't worry, I love you."

Item K -- Patient Progress Terms. Use these terms to report the patient's condition and status:

- AGATE. Making normal improvement.
- BROKE. Patient evacuated from an overseas MTF to a CONUS MTF.
- CRIMP. Not recovering satisfactorily.
- IMPEL. Condition has worsened (patient was III and now is SI or VSI, or patient was SI and now is VSI). Indicate patient's new status.
- MOVED. Patient evacuated from one overseas MTF to another.
- PROVE. Condition has improved (patient moved from VSI to SI, VSI to III, or SI to III). Indicate patient's new status.
- SCRAM. Patient removed from the VSI, SI, or III list and will return to the United States on date indicated.
- STALE. Condition remains the same.
- WRITE. Patient removed from the VSI, SI, or III list. Member no longer in a reportable status.
 - Use combinations of the terms, if applicable, such as BROKE-AGATE or MOVED-STALE.
 - Be sure the terms you use agree with the contents of the report.

CONUS ITO CONFIRMATION MESSAGE
(RCS: HAF-DP(AR)9478, CONUS ITO Confirmation Message)

A12.1. Addressees and precedence.

A12.1.1. Send IMMEDIATE message to HQ AFMPC Randolph AFB TX//DPMC//. (NOTE: This report is designated emergency status code C1. Continue reporting during emergency conditions, priority precedence. Submit data requirements assigned this category as prescribed or by any means to ensure arrival on the established due dates. Continue reporting during MINIMIZE.)

A12.1.2. Send PRIORITY information message to:

- The appropriate MAJCOM//DPAP//.
- The Medical Treatment Facility.
- AFDW Washington DC//ACF//

A12.2. Subject Line of Message. Enter CONUS ITO CONFIRMATION and VSI or SI.

A12.3. Item-by-Item Instructions.**Item A -- Name of Casualty.**

- Enter the last name.
- Repeat the last name.
- Enter the first name, middle name, and suffix, if any.
- **EXAMPLE:** Freewall repeat Freewall, Amy Beth.

Item B -- Grade. Enter the military grade or cadet grade.

Item C -- Social Security Number. Enter the SSN and repeat. **EXAMPLE:** 123-45-6789 repeat 123-45-6789.

Item D -- Organization and Installation.

- List the complete name of the member's unit and installation of assignment or attachment, if applicable.
- State if the Air Force has assigned the member to a hospital patient squadron.
- State the member's last organization and installation of assignment.

Item E -- Date of VSI or SI Declaration and Brief Account of Illness or Injury. Enter the information.

Item F -- NOK Accepting Travel. State one or two names, relationships, addresses, and telephone numbers of NOK who have accepted invitations for travel.

Item G -- Notification to NOK. State name, rank, and position of the individual who notified the NOK of the member's condition.

Item H -- Physician Requesting Invitational Travel.

- State the name and rank of the attending physician who requested the travel.
- State if the physician is a civilian.

Item I -- MTF Commander Concurring with Travel Request. State the name and rank of the MTF commander who concurred with the physician's request for travel.

Item J -- Medical Treatment Facility (MTF). State the name, location, and telephone number of the MTF where the member is hospitalized.

Item K -- Assistance Representative. Enter the name and home and duty phone of the individual who will assist family members during their stay.

ABBREVIATED CASUALTY REPORT
(RCS: DD-FM&P(AR)1664, Report of Casualty)

A13.1. Message Precedence. Use IMMEDIATE for action addressees and PRIORITY for information addressees (see tables 2.1, 2.2, and 2.3).

A13.2. Subject Line of Message Report. Enter CASUALTY REPORT, ABBREVIATED and either HOSTILE or NONHOSTILE (see attachment 1, section C for definitions).

A13.3. Item-by-Item Instructions.

Item A -- Reason for Abbreviated Casualty Report. State the primary reason for using an abbreviated report (see paragraph 2.32.) as either, "Multiple Reportable Casualties," "Casualty Accountability," or "Newsworthy Event."

Item B -- Type of Incident and Location. Fully identify the type of incident (aircraft missing or in accident, natural disaster, hostile action, and so on) and the location. **EXAMPLE:** Mortar attack on Howard AFB, PN.

Item C -- Date and Time of Occurrence. Use local date and time. **EXAMPLE:** 31 Jan 92 at 0800L.

Item D -- Total Number of Casualties by Status.

- Enter the number of casualties of each status (Deceased, DUSTWUN, Missing, VSI, SI, III, or NSI) and repeat. **EXAMPLE:** SI 5 repeat 5, NSI 7 repeat 7.
- If you don't have the information, enter an estimated number of casualties as reported by a competent authority.

Item 1E -- Name of Casualty.

- Enter the last name.
- Repeat the last name.
- Enter the first name, middle name, and suffix, if any.
- State if the casualty is a civilian.
- If the casualty is the dependent of a military member, give the relationship.
- If the casualty is a crew member, state crew position, if known.
- **EXAMPLE:** Johnson repeat Johnson, David Alan, dependent son.

Item 1F -- Grade, SSN, and Branch of Service. Enter the appropriate information. **EXAMPLE:** TSgt, 123-45-6789, USAF.

- For dependents, give the sponsor's data: Last, first, and middle names; grade; SSN; branch of service; and duty location. **EXAMPLE:** Johnson, Carol Ellen, Captain, 123-45- 6789, USAF, 24COMPW, Howard AFB, PN.

Item 1G -- Casualty Status (Deceased, DUSTWUN, Missing, VSI, SI, III, NSI). Include the type of injury, specific cause, and prognosis, if applicable. **EXAMPLE:** SI, collapsed right lung, shrapnel, full recovery expected.

Item 1H -- Date of DD Form 93, Record of Emergency Data. Enter the date of AF members' DD Form 93, if available.

Item 1I -- Notification to NOK.

- Indicate by relationship the NOK that the reporting installation will attempt to notify.
- If requesting assistance from HQ AFMPC/DPMCAC, state: "Request HQ AFMPC/DPMCAC make notification to the following persons: (Indicate name, relationship, address, telephone number and any other pertinent information)."
- **EXAMPLE:** Reporting installation to notify spouse and children. Request HQ AFMPC/DPMCAC make notification to the following person: Sarah A. Johnson, mother, 113 Smith Lane, Austin TX 78445 (512) 657-7222.

Item 2E -- Casualty Data for Second Person. Enter if applicable.

ABBREVIATED MEDICAL PROGRESS REPORT
(RCS: HAF-DP(AR)9477, Medical Casualty Reports)

A14.1. General.

A14.1.1. Reference the abbreviated Casualty report and the most recent abbreviated Medical Progress report.

A14.1.2. This report is designated emergency status code C1. Continue reporting during emergency conditions, priority precedence. Submit data requirements assigned this category as prescribed or by any means to ensure arrival on the established due dates. Continue reporting during MINIMIZE.

A14.2. Message Precedence. Use IMMEDIATE for action addressees and PRIORITY for information addressees (see table 2.3).

A14.3. Subject Line of Message Report. Enter CASUALTY REPORT, ABBREVIATED MEDICAL PROGRESS REPORT, and either HOSTILE or NONHOSTILE (see attachment 1, section C for definitions).

A14.4. Item-by-Item Instructions.**Item 1A -- Name, Grade, and SSN of Casualty.**

- Enter the last name.
- Repeat the last name.
- Enter the first name, middle name, and suffix, if any).
- Enter the grade and SSN.

Item 1B -- Current Condition. Enter the patient's diagnosis and prognosis and one or more appropriate terms from paragraph 2.28, item K.

Item 1C -- Other Information.

- Enter the name and location of MTF.
- If the Air Force is going to evacuate the patient, enter the planned date and the name and location of the receiving MTF.
- If the Air Force removed the patient from the casualty list, report the local date and time removed.

Item 2A -- Casualty Data for Second Person. Enter if applicable.

SAMPLE RETIREE INVESTIGATION LETTER

Dear Sir or Madam,

We are investigating the possible death of retired Air Force Technical Sergeant Patau Rhoads. If you have any knowledge of the status of this individual, I would appreciate your calling me collect at (office phone number and operating hours). Thank you for your assistance.

Sincerely,

NAME, GRADE, USAF
Casualty Assistance Representative

NOTE: Address envelope to "Resident." Do not use "To Whom It May Concern" or "Occupant" as a salutation.

CASUALTY NOTIFICATION OFFICER CHECKLIST

A16.1. Background and Purpose.

A16.1.1. This checklist provides guidance for preparing and completing casualty notifications.

A16.1.2. The Air Force Casualty Operations Center, Randolph AFB, TX or an Air Force installation commander assigns notification responsibilities to active Air Force, ANG, and USAFR officers on behalf of the Air Force Chief of Staff.

A16.1.3. Notification duty has priority over all other duties except in emergencies.

A16.1.4. Field grade officers make notifications unless the Chief of Air Force Casualty Matters grants a waiver.

A16.1.5. Your duty as a casualty notification officer is to soften the blow, if possible, and to show that the Air Force is genuinely concerned with its personnel and their families.

A16.1.6. Each notification is unique and different as a result of the individuals and circumstances surrounding the incident. We cannot cover all situations that you might encounter. We hope this checklist will provide enough information to assist you in preparing and completing a casualty notification and ease some of the anxiety often experienced by individuals when called upon to perform this sensitive task.

A16.1.7. Remember, nothing can substitute for common sense, good judgment, and sensitivity in making a casualty notification.

A16.2. Preparing to Perform Casualty Notifications.

A16.2.1. Review the Personnel Insight Film, *Casualty Notification*.

A16.2.2. Review AFI 36-3002, Chapter 3, Casualty Notifications.

A16.2.3. Ensure that your Service Dress Uniform is in good condition. You must wear it for all casualty notifications.

A16.2.4. Talk to your servicing Military Personnel Flight (MPF) Casualty Assistance Representative (CAR) to familiarize yourself with the Air Force Casualty Program and any unique local casualty notification procedures.

A16.2.5. Talk to other field grade officers who have performed a casualty notification. Their experiences might help you prepare to perform this sensitive task.

A16.2.6. Understand that your commander could call on you to perform a casualty notification at any time: Be Prepared.

A16.3. Notification. A casualty notification will probably be one of the hardest duties you will perform in your military career. You must convey, in every action and deed, the sincere concern of the Air Force for the feelings of the NOK. Being prepared, sincere, and alert to the needs of the NOK at the time of notification will reduce some of the shock that is normal under these circumstances. The Air Force discourages stereotyped procedures.

Follow these guidelines during the prenotification phase and in performing the actual notification.

A16.3.1. Once your installation commander or the Air Force Casualty Operations Center selects you for casualty notification duty, learn as much as you can about the casualty, the Next of Kin (NOK), and the circumstances surrounding the incident.

A16.3.2. The installation Casualty Assistance Representative (CAR) or Air Force Casualty Operations Center will provide you with the name, relationship, and address of the NOK you will notify and identify any special conditions you will need to know (age, ill health, or precarious location of NOK, for example).

A16.3.3. If you are assigned to a military installation, the local CAR will give you a notification letter dictated by the Air Force Casualty Operations Center. This letter provides the Air Force's condolences and the known circumstances surrounding the incident. See AFI 36-3002, Chapter 3 for further information.

A16.3.4. If you are assigned to a geographically separated unit (GSU), you must prepare a notification letter yourself. The Air Force Casualty Operations Center will dictate the notification letter over the telephone. See AFI 36-3002, Chapter 3 for further instructions.

A16.3.5. Familiarize yourself with the location of the NOK, the circumstances of the incident, and the notification letter. Take the original copy of the notification letter when you go to see the NOK.

A16.3.5.1. If you are unsure of the NOK's location, ask the local CAR, the Air Force Casualty Operations Center, or local authorities.

A16.3.5.2. If the NOK reside within an area where your well-being may be threatened, request a police escort.

A16.3.6. Identify yourself to the NOK and any other members of the notification team. **EXAMPLE:** "I am Major Smith and this is Major Jones from the 12th Mission Support Squadron, Randolph AFB, TX."

A16.3.7. Make sure that you speak to the correct persons. After identifying yourself, confirm the identity of the NOK. Example: "Are you Mr Thomas Brown, the father of Staff Sergeant Carl Brown?"

A16.3.8. Verbally relate to the NOK, without reading from the notification letter, the information contained in the letter.
EXAMPLE: "On behalf of the Chief of Staff, United States Air Force, I regret to inform you of the untimely death of your son, Staff Sergeant Carl Brown. He died 15 August 1992 in Hollywood Park, Texas, as a result of injuries received in an automobile accident." Then paraphrase any additional circumstances described in the notification letter.

A16.3.8.1. Do not hurry. Speak as naturally as possible.

A16.3.8.2. Do not extend overly sympathetic gestures that the NOK might take the wrong way.

A16.3.8.3. Do not physically touch the NOK in any manner other than to assist in an emergency. Immediately summon medical assistance, if necessary.

A16.3.9. Inform the NOK (if stated in the notification letter) that the deceased's unit commander will send a letter explaining and confirming the circumstances surrounding the incident.

A16.3.10. Inform the NOK (if stated in the notification letter) that a casualty assistance representative will contact them within 24 hours to arrange for a personal visit at their convenience.

A16.3.11. Inform the NOK (if stated in the notification letter) that an Air Force mortuary officer will contact them to determine their wishes.

A16.3.12. If the NOK are alone, ask if they want you to notify a close friend, a relative, or a clergy member.

A16.4. Items You Must Not Discuss.

A16.4.1. Do not discuss:

- Insurance payments and arrears of pay.
- Mortuary affairs. The mortuary representative will address these issues.
- Specific questions relating to line of duty, neglect, errors of judgment, or the responsibility of other personnel involved in the incident.
- Your prior experiences or personal conjectures.
- In short, limit your discussion to the information contained in the notification letter and *do not discuss matters that you are not qualified to discuss.*

A16.5. After the Notification.

A16.5.1. Confirm that the NOK's address is correct and obtain their telephone number for future contact. If they plan to move, get the new address and telephone number and their expected time of arrival.

A16.5.2. If notifying the primary next of kin (PNOK), ask if they wish to personally notify other NOK.

- If so, encourage them to do so before you depart. You can assist in the notification and verify the names, addresses, and telephone numbers of those NOK.
- If the PNOK wish the Air Force to notify other NOK, contact the base casualty assistance representative or the Air Force Casualty Operations Center and provide the names, addresses, and telephone numbers of those NOK.

A16.5.3. Stay with the NOK as long as needed, but depart the location as soon as possible after the notification.

A16.5.4. *Immediately* after departing the location and before returning to your base, your home, or your unit, telephone your local casualty personnel or the Air Force Casualty Operations Center at 1-800-531-5501 or 1-800-433-0048. Report this information:

- Approximate time of notification.
- Confirmed names and addresses.
- Correct home telephone numbers where the Air Force can contact the NOK.
- Any unusual events or comments by the NOK.

A16.5.5. In most cases you will not have any further contact with the NOK. However, some incidents might require additional casualty notifications. Your commander will inform you if you may be involved in future casualty notifications.

A16.5.6. Lastly, leave the original casualty notification letter with the NOK.

NOTE: *Your personal actions will directly affect the outcome of the casualty notification and will set the stage for future assistance to the NOK.*

SAMPLE DEATH NOTIFICATION LETTER WORKSHEET

(Do not type the address block on the notification letter.)

NAME, ADDRESS, and RELATIONSHIP

The following message is quoted from _____, Commander, Air Force Military Personnel Center.

QUOTE:

Dear _____, (date) _____

On behalf of the Chief of Staff, United States Air Force, I regret to inform you of the untimely death of your _____.
He/She died on _____ at/in/near _____ as a result of

While further details are unavailable at this time, you will receive a letter from your _____ commander which will provide additional information on the circumstances.

OVERSEAS DEATHS:

Additionally, a representative from the Air Force Mortuary Services office will contact you regarding mortuary affairs. You should also expect a call from the casualty assistance representative at _____ to make an appointment for a personal assistance visit. If the Air Force can assist you, please contact the Air Force Casualty office toll free at 1-800-531-5501. Again, on behalf of the Chief of Staff, please accept the Air Force's deepest condolences.

CONUS DEATHS:

Additionally, the mortuary officer at _____ will contact you regarding mortuary affairs. You should also expect a call from the casualty assistance representative at _____ to make an appointment for a personal assistance visit. If you have questions or need additional assistance, you may call _____. Again, on behalf of the Chief of Staff, please accept the Air Force's deepest condolences.

Signed: _____ (Name, Grade, USAF) UNQUOTE

DELIVERED BY:

(Notification officer's signature)

(Name, Grade, USAF)
(Unit Designation)
(Base or location, State, Zip Code)

SAMPLE DEATH NOTIFICATION LETTER

The following message is quoted from Major General _____, Commander, Air Force Military Personnel Center.

QUOTE:

Dear Mr. and Mrs. Jones,

1 April 1992

On behalf of the Chief of Staff, United States Air Force, I regret to inform you of the untimely death of your son, Staff Sergeant Joseph J. Jones. He died on 1 April 1992 near Logansport, Texas from injuries received in an automobile accident. Your son was traveling south on Interstate 35 when he apparently lost control of the vehicle and struck an abutment. Local authorities pronounced him dead at the scene. While further details are unavailable at this time, you will receive a letter from your son's commander which will provide additional information on the circumstances. Additionally, the mortuary officer at Brooks Air Force Base will contact you regarding mortuary affairs. You should also expect a call from the casualty assistance representative at Nellis Air Force Base, Nevada to make an appointment for a personal assistance visit. If you have questions or need additional assistance, call the Brooks Air Force Base Commander Post at (210) 659-6969. Again, on behalf of the Chief of Staff, please accept the Air Force's deepest condolences.

Signed: _____, Major General, USAF UNQUOTE

DELIVERED BY:

(Signature)

JOHN E. GORDON, JR., Major, USAF
554th Mission Support Squadron
Nellis Air Force Base, Nevada 89191-5065

SAMPLE DUTY STATUS WHEREABOUTS UNKNOWN (DUSTWUN) NOTIFICATION LETTER

The following message is quoted from Major General _____, Commander, Air Force Military Personnel Center

QUOTE:

31 March 1992

Dear Mr and Mrs Scott,

On behalf of the Chief of Staff, United States Air Force, it is with deep personal concern that I officially inform you that the duty status and whereabouts of your son, Captain Timothy Scott, has been unknown since 30 March 1992. Timothy was the pilot of a T-37 aircraft on a routine training mission departing from Randolph Air Force Base, Texas. The last radio and radar contact with your son was at a point 125 miles south of Houston, Texas, over the Gulf of Mexico. The Air Force is conducting an extensive search. Please be assured that the Air Force will immediately furnish you with any new information it receives. If you have questions or need assistance, call the Randolph Air Force Base Command Post at (210) 652-7575. Please accept my deepest sympathy during this period of anxiety.

Signed: _____, Major General, USAF UNQUOTE

DELIVERED BY:

(Signature)
JAMES J. JOHNSON, Colonel, USAF
3400th Technical Training Group
Keesler Air Force Base, Mississippi 38562-5001

CASUALTY ASSISTANCE AREAS OF RESPONSIBILITY BY ZIP CODE**ZIP CODE****CASUALTY ASSISTANCE OFFICE**

01000-01399	Westover AFB MA
01400-03499	Hanscom AFB MA
03500-03799	Plattsburgh AFB
03800-04199	Hanscom AFB MA
04200-04399	Plattsburgh AFB NY
044XX	Hanscom AFB MA
045XX	Plattsburgh AFB NY
04600-04799	Hanscom AFB MA
048XX	Plattsburgh AFB NY
049XX	Hanscom AFB MA
05000-05199	Plattsburgh AFB NY
052XX	Westover AFB MA
05300-05999	Plattsburgh AFB NY
06000-06799	Westover AFB MA
06800-08999	McGuire AFB NJ
10000-11999	McGuire AFB NJ
12000-12799	Westover AFB MA
12800-12999	Plattsburgh AFB NY
13000-13606	Griffiss AFB NY
13607-13609	Plattsburgh AFB NY
13610-13611	Griffiss AFB NY
13612-13614	Plattsburgh AFB NY
13615	Griffiss AFB NY
13616-13617	Plattsburgh AFB NY
13618-13620	Griffiss AFB NY
13621	Plattsburgh AFB NY
13622	Griffiss AFB NY
13623	Plattsburgh AFB NY
13624	Griffiss AFB NY
13625	Plattsburgh AFB NY
13626-13627	Griffiss AFB NY
13628-13630	Plattsburgh AFB NY
13631	Griffiss AFB NY
13632-13633	Plattsburgh AFB NY
13634	Griffiss AFB NY
13635	Plattsburgh AFB NY
13636	Griffiss AFB NY
13637	Plattsburgh AFB NY
13638	Griffiss AFB NY
13639	Plattsburgh AFB NY
13640-13641	Griffiss AFB NY
13642	Plattsburgh AFB NY
13643-13644	Griffiss AFB NY
13645-13647	Plattsburgh AFB NY
13648	Griffiss AFB NY
13649	Plattsburgh AFB NY
13650-13651	Griffiss AFB NY
13652	Plattsburgh AFB NY
13653	Griffiss AFB NY
13654-13655	Plattsburgh AFB NY
13656-13657	Griffiss AFB NY
13658	Plattsburgh AFB NY

13659	Griffiss AFB NY
13660	Plattsburgh AFB NY
13661	Griffiss AFB NY
13662-13669	Plattsburgh AFB NY
13670	Griffiss AFB NY
13671-13673	Plattsburgh AFB NY
13674	Griffiss AFB NY
13675-13681	Plattsburgh AFB NY
13682-13683	Griffiss AFB NY
13684	Plattsburgh AFB NY
13685-13686	Griffiss AFB NY
13687	Plattsburgh AFB NY
13688	Griffiss AFB NY
13689-13692	Plattsburgh AFB NY
13693	Griffiss AFB NY
13694	Plattsburgh AFB NY
13695	Griffiss AFB NY
13696-13697	Plattsburgh AFB NY
13698-14999	Griffiss AFB NY
15000-16899	Greater Pittsburgh IAP PA
169XX	Griffiss AFB NY
17000-17499	Ft George G Meade MD
17500-17699	Dover AFB DE
17700-17899	Greater Pittsburgh IAP PA
17900-18299	Dover AFB DE
18300-18799	McGuire AFB NJ
188XX	Griffiss AFB NY
18900-19999	Dover AFB DE
20000-20020	Bolling AFB DC
20021-20023	Andrews AFB DC
20024	Bolling AFB DC
20225-20031	Andrews AFB DC
20032-20037	Bolling AFB DC
20200-20599	Bolling AFB DC (except 20331)
20331	Andrews AFB DC
20600-20799	Andrews AFB DC
20800-21299	Ft George G Meade MD
21300-21499	Andrews AFB MD
215XX	Greater Pittsburgh IAP PA
216XX	Dover AFB DE
217XX	Ft George G Meade MD
21800-21999	Dover AFB DE
22000-22399	Bolling AFB DC
22400-22599	Langley AFB VA
22600-22999	Bolling AFB DC
23000-23899	Langley AFB VA
23900-24199	Seymour Johnson AFB NC
24200-24399	Pope AFB NC
244XX	Bolling AFB DC
245XX	Seymour Johnson AFB NC
246XX	Pope AFB NC
24700-24899	Wright-Patterson AFB OH
249XX	Greater Pittsburgh IAP PA
25000-25399	Wright-Patterson AFB OH
254XX	Ft George G Meade MD
25500-25999	Wright-Patterson AFB OH

26000-26899	Greater Pittsburgh IAP PA
27000-27499	Pope AFB NC
27500-27899	Seymour Johnson AFB NC
279XX	Langley AFB VA
28000-284XX	Pope AFB NC
285XX	Seymour Johnson AFB NC
286XX	Pope AFB NC
28700-28899	Shaw AFB SC
289XX	Dobbins AFB GA
29000-29399	Shaw AFB SC
294XX	Charleston AFB SC
29500-29899	Shaw AFB SC
299XX	Charleston AFB SC
30000-30399	Dobbins AFB GA
304XX	Robins AFB GA
30500-30799	Dobbins AFB GA
30800-30999	Shaw AFB SC
31000-31299	Robins AFB GA
31300-31499	Charleston AFB SC
31500-31799	Moody AFB GA
31800-31999	Maxwell AFB AL
32000-32007	Patrick AFB FL
32008-32009	Moody AFB GA
32010	Patrick AFB FL
32011	Moody AFB GA
32012	Patrick AFB FL
32013	Moody AFB GA
32014-32029	Patrick AFB FL
32030	Moody AFB GA
32031-32033	Patrick AFB FL
32034-32035	Moody AFB GA
32036-32037	Patrick AFB FL
32038	Moody AFB GA
32039	Patrick AFB FL
32040-32044	Moody AFB GA
32045	Patrick AFB FL
32046	Moody AFB GA
32047-32049	Patrick AFB FL
32052-32055	Moody AFB GA
32057	Patrick AFB GA
32058-32068	Moody AFB GA
32069	Patrick AFB FL
32071-32073	Moody AFB GA
32074-32077	Patrick AFB FL
32079	Moody AFB GA
32080-32081	Patrick AFB FL
32082-32087	Moody AFB GA
32088-32090	Patrick AFB FL
32091	Moody AFB GA
32093	Patrick AFB FL
32094-32097	Moody AFB GA
32100-32299	Moody AFB GA
32300-32499	Tyndall AFB FL
32500-32509	Hurlburt Fld FL
32510	Eglin AFB FL
32511-32512	Hurlburt Fld FL

32513	Eglin AFB FL
32514	Hurlburt Fld FL
32515-32525	Eglin AFB FL
32526	Hurlburt Fld FL
32527-32532	Eglin AFB FL
32533-32535	Hurlburt Fld FL
32536-32559	Eglin AFB FL
32560-32561	Hurlburt Fld FL
32562-32565	Eglin AFB FL
32566	Hurlburt Fld FL
32567-32568	Eglin AFB FL
32569	Hurlburt Fld FL
32570-32599	Eglin AFB FL
326XX	MacDill AFB FL
32700-32999	Patrick AFB FL
33000-33399	MacDill AFB FL
334XX	Patrick AFB FL
33500-33899	MacDill AFB FL
33900-34099	MacDill AFB FL
342XX	MacDill AFB FL
346XX	MacDill AFB FL
349XX	Patrick AFB FL
35000-35299	Maxwell AFB AL
35400-35599	Columbus AFB MS
35600-35899	Arnold AFS TN
359XX	Dobbins AFB GA
36000-36199	Maxwell AFB AL
362XX	Dobbins AFB GA
363XX	Tyndall AFB FL
364XX	Eglin AFB FL
36500-36699	Keesler AFB MS
36700-36899	Maxwell AFB AL
369XX	Columbus AFB MS
37000-37499	Arnold AFS TN
376XX	Pope AFB NC
37700-38599	Arnold AFS TN
38600-39399	Columbus AFB MS
39400-39699	Keesler AFB MS
397XX	Columbus AFB MS
40000-40699	Wright-Patterson AFB OH
40700-40999	Pope AFB NC
41000-41699	Wright-Patterson AFB OH
41700-41899	Pope AFB NC
42000-42499	Scott AFB IL
42500-42699	Wright-Patterson AFB OH
427XX	Scott AFB IL
43000-43699	Wright-Patterson AFB OH
43700-44799	Greater Pittsburgh IAP PA
44800-45699	Wright-Patterson AFB OH
457XX	Greater Pittsburgh IAP PA
458XX	Wright-Patterson AFB OH
46000-46299	Scott AFB IL
46300-46699	OHare ARFF IL
467XX-468XX	Wright-Patterson AFB OH
470XX	Wright-Patterson AFB OH
47100-472XX	Scott AFB IL

473XX	Wright-Patterson AFB OH
474XX-478XX	Scott AFB IL
479XX	OHare ARFF IL
48000-48399	Wright Patterson AFB OH
48400-48799	K.I. Sawyer AFB MI
48800-49199	OHare ARFF IL
492XX	Wright Patterson AFB OH
49300-49599	OHare ARFF IL
49600-49999	K.I. Sawyer AFB MI
50000-502XX	Offutt AFB NE
504XX	Minneapolis St Paul IAP MN
505XX	Offutt AFB NE
50800-51699	Offutt AFB NE
520XX	OHare ARFF IL
50600-50799	Minneapolis St Paul IAP MN
521XX	Minneapolis St Paul IAP MN
52200-52499	OHare ARFF, IL
52500-52699	Whiteman AFB, MO
52700-52899	OHare ARFF, IL
53000-53999	OHare ARFF IL
540XX	Minneapolis-St Paul IAP MN
54100-54399	K.I. Sawyer AFB MI
544XX	Minneapolis-St Paul IAP MN
545XX	K.I. Sawyer AFB MI
54600-56499	Minneapolis-St Paul IAP MN
56500-56799	Grand Forks AFB ND
57000-57199	Offutt AFB NE
572XX	Minneapolis-St Paul IAP MN
573XX	Offutt AFB NE
574XX	Grand Forks AFB ND
57500-57699	Minot AFB ND
577XX	Ellsworth AFB SC
58000-58499	Grand Forks AFB ND
58500-58899	Minot AFB ND
59000-59199	Malmstrom AFB MT
592XX	Minot AFB ND
593XX	Ellsworth AFB SD
59400-59800	Malmstrom AFB MT
59801	Fairchild AFB WA
59802-59819	Malmstrom AFB MT
59820	Fairchild AFB WA
59821-59828	Malmstrom AFB MT
59829	Fairchild AFB WA
59830-59834	Malmstrom AFB MT
59835	Fairchild AFB WA
59836-59839	Malmstrom AFB MT
59840	Fairchild AFB WA
59841-59846	Malmstrom AFB MT
59847	Fairchild AFB WA
59848-59859	Malmstrom AFB MT
59860	Fairchild AFB WA
59861-59862	Malmstrom AFB MT
59863-59864	Fairchild AFB WA
59865-59869	Malmstrom AFB MT
59870-59873	Fairchild AFB WA
59874-59900	Malmstrom AFB MT

59901	Fairchild AFB WA
59902-59910	Malmstrom AFB MT
59911-59912	Fairchild AFB WA
59913-59916	Malmstrom AFB MT
59917	Fairchild AFB WA
59918-59922	Malmstrom AFB MT
59923	Fairchild AFB WA
59924-59935	Malmstrom AFB MT
59936-59937	Fairchild AFB WA
59938-59999	Malmstrom AFB MT
60000-60699	OHare ARFF IL
609XX-61799	OHare ARFF IL
61800-63499	Scott AFB IL
635XX	Whiteman AFB MO
63600-63799	Scott AFB IL
63800-66299	Whiteman AFB MO
66400-67699	McConnell AFB KS
677XX	Lowry AFB CO
67800-67999	Vance AFB OK
68000-68999	Offutt AFB NE
690XX	Lowry AFB CO
69100-69299	Offutt AFB NE
693XX	F.E. Warren AFB WY
70000-70599	Keesler AFB MS
706XX	Barksdale AFB LA
70700-70899	Keesler AFB MS
71000-71499	Barksdale AFB LA
716XX	Little Rock AFB AR
71700-71899	Barksdale AFB LA
71900-72999	Little Rock AFB AR
73000-73499	Tinker AFB OK
735XX	Altus AFB OK
736XX	Tinker AFB OK
73700-73999	Vance AFB OK
74000-74599	Tinker AFB OK
746XX	Vance AFB OK
74700-749XX	Tinker AFB OK
75000-75499	Sheppard AFB TX
75500-75999	Barksdale AFB LA
76000-76199	Dyess AFB TX
762XX-763XX	Sheppard AFB TX
764XX-76799	Dyess AFB TX
76800-76999	Goodfellow AFB TX
77000-77599	Randolph AFB TX
77600-77799	Barksdale AFB LA
778XX	Randolph AFB TX
779XX	Brooks AFB TX
78001-78002	Kelly AFB TX
78003-78004	Lackland AFB TX
78005-78009	Kelly AFB TX
78010	Lackland AFB TX
78011-78012	Kelly AFB TX
78013	Lackland AFB TX
78014-78022	Kelly AFB TX
78023-78025	Lackland AFB TX
78026	Kelly AFB TX

78027-78038	Lackland AFB TX
78039-78054	Kelly AFB TX
78055	Lackland AFB TX
78056-78057	Kelly AFB TX
78058	Lackland AFB TX
78059-78062	Kelly AFB TX
78063	Lackland AFB TX
78064-78067	Kelly AFB TX
78069	Kelly AFB TX
78070	Randolph AFB TX
78071-78073	Kelly AFB TX
78074	Lackland AFB TX
78075-78076	Kelly AFB TX
781XX	Randolph AFB TX
78201	Lackland AFB TX
78202-78206	Brooks AFB TX
78207	Kelly AFB TX
78208-78210	Brooks AFB TX
78211-78216	Kelly AFB TX
78217-78218	Randolph AFB TX
78219-78220	Brooks AFB TX
78221	Kelly AFB TX
78222-78223	Brooks AFB TX
78224-78226	Kelly AFB TX
78227-78231	Lackland AFB TX
78232-78233	Randolph AFB TX
78234-78235	Brooks AFB TX
78236	Lackland AFB TX
78237	Kelly AFB TX
78238	Lackland AFB TX
78239	Randolph AFB TX
78240	Lackland AFB TX
78241-78243	Kelly AFB TX
78244	Randolph AFB TX
78245-78246	Lackland AFB TX
78247-78248	Randolph AFB TX
78249-78257	Lackland AFB TX
78258-78261	Randolph AFB TX
78262-78263	Brooks AFB TX
78264-78265	Kelly AFB TX
78266	Randolph AFB TX
78267-78299	Kelly AFB TX
783XX-785XX	Brooks AFB TX
786XX-787XX	Randolph AFB TX
78800-78849	Laughlin AFB TX
78850	Lackland AFB TX
78851	Laughlin AFB TX
78861	Lackland AFB TX
78862-78882	Laughlin AFB TX
78883	Lackland AFB TX
78884-78899	Laughlin AFB TX
789XX	Randolph AFB TX
79000-79199	Reese AFB TX
792XX	Altus AFB OK
79300-79499	Reese AFB TX
79500-79699	Dyess AFB TX

797XX	Goodfellow AFB TX
79800-79999	Holloman AFB NM
80000-80117	Lowry AFB CO
80118	USAF Academy CO
80119-80131	Lowry AFB CO
80132-80133	USAF Academy CO
80134-80799	Lowry AFB CO
808XX	USAF Academy CO
80900-81499	Peterson AFB CO
81500-81699	Lowry AFB CO
82000-82399	F.E. Warren AFB WY
824XX	Ellsworth AFB SD
82500-82699	F.E. Warren AFB WY
82700-82899	Ellsworth AFB SD
829XX	Hill AFB UT
830XX	Ellsworth AFB SD
831XX	Hill AFB UT
83200-83499	Mountain Home AFB ID
835XX	Fairchild AFB WA
83600-83799	Mountain Home AFB ID
838XX	Fairchild AFB WA
840XX-84699	Hill AFB UT
847XX	Nellis AFB NV
850XX	Luke AFB AZ
852XX-85399	Luke AFB AZ
855XX-85799	Davis-Monthan AFB AZ
859XX	Davis-Monthan AFB AZ
860XX	Luke AFB AZ
863XX	Luke AFB AZ
864XX	Nellis AFB NV
86500-87899	Kirtland AFB NM
87900-88099	Holloman AFB NM
88100-88299	Cannon AFB NM
883XX	Holloman AFB NM
884XX	Cannon AFB NM
89000-89199	Nellis AFB NV
893XX	Hill AFB UT
89400-89799	McClellan AFB CA
898XX	Mountain Home AFB ID
90000-91899	Los Angeles AFB CA
91900-92306	March AFB CA
92307-92311	Edwards AFB CA
92314-92326	March AFB CA
92327-92328	Edwards AFB CA
92330	March AFB CA
92332	Edwards AFB CA
92333-92341	March AFB CA
92342	Edwards AFB CA
92343	March AFB CA
92345	Edwards AFB CA
92346	March AFB CA
92347	Edwards AFB CA
92348-92349	March AFB CA
92350-92351	Nellis AFB NV
92352-92355	March AFB CA
92356-92357	Nellis AFB NV

92358-92359	Edwards AFB CA
92360-92362	March AFB CA
92363-92366	Nellis AFB NV
92367-92370	March AFB CA
92371-92372	Edwards AFB CA
92373-92383	March AFB CA
92384-92386	Nellis AFB NV
92387-92388	March AFB CA
92389	Nellis AFB NV
92390-92391	March AFB CA
92392	Edwards AFB CA
92395-92396	March AFB CA
92397-92398	Edwards AFB CA
92399-924XX	March AFB CA
925XX	March AFB CA
92600-92675	Los Angeles AFB CA
92676	March AFB CA
92677	Los Angeles AFB CA
92678-92679	March AFB CA
92680-92899	Los Angeles AFB CA
93000-93199	Vandenberg AFB CA
93200-93203	Edwards AFB CA
93204	Castle AFB CA
93205-93209	Edwards AFB CA
93210	Castle AFB CA
93211-93229	Edwards AFB CA
93230-93259	Castle AFB CA
9326X	Edwards AFB CA
9327X	Castle AFB CA
9328X-933XX	Edwards AFB CA
934XX	Vandenberg AFB CA
935XX	Edwards AFB CA
936XX-939XX	Castle AFB CA
94XXX	Travis AFB CA
95000-953XX	Castle AFB CA
95401-95406	Travis AFB CA
95407-95411	Beale AFB CA
95412	Travis AFB CA
95413-95415	Beale AFB CA
95416	Travis AFB CA
95417-95418	Beale AFB CA
95419	Travis AFB CA
95420	Beale AFB CA
95421	Travis AFB CA
95422-95429	Beale AFB CA
95430	Travis AFB CA
95431-95432	Beale AFB CA
95433	Travis AFB CA
95434-95435	Beale AFB CA
95436	Travis AFB CA
95437-95438	Beale AFB CA
95439	Travis AFB CA
95440	Beale AFB CA
95441-95442	Travis AFB CA
95443	Beale AFB CA
95444-95448	Travis AFB CA

95449	Beale AFB CA
95450	Travis AFB CA
95451	Beale AFB CA
95452	Travis AFB CA
95453-95460	Beale AFB CA
95461-95462	Travis AFB CA
95463-95464	Beale AFB CA
95465	Travis AFB CA
95466-95470	Beale AFB CA
95471-95480	Travis AFB CA
95481-95485	Beale AFB CA
95486-95487	Travis AFB CA
95488-95491	Beale AFB CA
95492	Travis AFB CA
95493-95496	Beale AFB CA
95497	Travis AFB CA
95498-95601	Beale AFB CA
95602	McClellan AFB CA
95603	Beale AFB CA
95604-95647	McClellan AFB CA
95648-95649	Beale AFB CA
95650-95656	McClellan AFB CA
95658-95660	McClellan AFB CA
95661	Beale AFB CA
95662-95677	McClellan AFB CA
95678	Beale AFB CA
95679-95687	McClellan AFB CA
95688-95691	Travis AFB CA
95692-95693	Beale AFB CA
95694-95699	McClellan AFB CA
95701-95736	McClellan AFB CA
95800-95842	McClellan AFB CA
95860	McClellan AFB CA
95900-96199	Beale AFB CA
96700-96899	Hickam AFB HI
97000-97405	McChord AFB WA
97406	Beale AFB CA
97407-97409	McChord AFB WA
97410-97411	Beale AFB CA
97412-97413	McChord AFB WA
97414-97423	Beale AFB CA
97424	McChord AFB WA
97425	Beale AFB CA
97426-97428	McChord AFB WA
97429	Beale AFB CA
97430-97431	McChord AFB WA
97432	Beale AFB CA
97433-97441	McChord AFB WA
97442-97445	Beale AFB CA
97446	McChord AFB WA
97447	Beale AFB CA
97448	McChord AFB WA
97449-97450	Beale AFB CA
97451-97456	McChord AFB WA
97457-97460	Beale AFB CA
97461	McChord AFB WA

97462-97466	Beale AFB CA
97467	McChord AFB WA
97468-97471	Beale AFB WA
97472-97475	McChord AFB WA
97476	Beale AFB CA
97477	McChord AFB WA
97478-97479	Beale AFB CA
97480	McChord AFB WA
97481	Beale AFB CA
97482-97483	McChord AFB WA
97484-97486	Beale AFB CA
97487-97490	McChord AFB WA
97491	Beale AFB CA
97492	McChord AFB WA
97493-97494	Beale AFB CA
97495	McChord AFB WA
97496-97497	Beale AFB CA
97498-97499	McChord AFB WA
97500-97699	Beale AFB CA
97700-97999	Mountain Home AFB ID
98000-98799	McChord AFB WA
98800-99499	Fairchild AFB WA
99500-99699	Elmendorf AFB AK
997XX	Eielson AFB AK
99800-99999	Elmendorf AFB AK

BENEFITS FOR DEPENDENTS AND SURVIVORS OF ACTIVE DUTY AIR FORCE CASUALTIES

Section A--General Information

A21.1. Introduction.

A21.1.1. This attachment provides general information on benefits for the NOK of Air Force members who die while serving on active duty, active duty for training, or inactive duty for training.

A21.1.2. If you have questions, ask the Casualty Assistance Representative (CAR). If the CAR cannot answer your questions, he or she will try to obtain the answer.

A21.1.3. The Air Force will give the NOK further assistance (besides what this attachment addresses) if possible.

A21.1.4. Government agencies outside the Air Force administer most of the benefits discussed in this attachment and determine NOK eligibility and the amounts paid.

A21.1.5. If you have questions concerning specific benefits, contact the agency concerned.

A21.1.6. If the agency doesn't adequately answer your questions, contact the CAR for assistance.

A21.2. Overview.

Casualty assistance to the NOK includes counseling regarding rights, help in filling out applications for monetary benefits and privileges, and resolving any irregularities or complaints.

A21.3. Terms Explained.

A21.3.1. **Next of Kin (NOK).** The person most closely related to the casualty is the primary next of kin (PNOK). Any other relative is a secondary next of kin (SNOK). Example: A spouse is PNOK, and children and parents are SNOK; the parents of a single member with no children are PNOK.

A21.3.2. **Defense Finance and Accounting Service - Denver Center (DFAS-DE).** DFAS-DE administers all Air Force pay accounts.

A21.3.3. **Designated Beneficiary.** An individual entitled to certain benefits, either by law or the member's written declaration.

A21.3.4. **US Department of Veterans Affairs (VA).** Administers all VA programs and survivors annuities.

A21.3.5. **Unmarried Widow or Widower.** A spouse who remarried after the sponsor died but whose marriage ended by death, divorce, or annulment.

A21.3.6. **Unremarried Widow or Widower.** A spouse who never remarried or never legally remarried (as in an ab initio annulment).

A21.4. Abbreviations Defined.

AFAS - Air Force Aid Society

AOP - Arrears of Pay

BAQ - Basic Allowance for Quarters

CAR - Casualty Assistance Representative

CHAMPUS - Civilian Health and Medical Program for the Uniformed Services

DFAS-DE - Defense Finance and Accounting Service - Denver Center

LOD - Line of Duty Determination

NOK - Next of Kin

OSGLI - Office of Servicemen's Group Life Insurance

PNOK - Primary Next of Kin

SBP - Survivor Benefit Plan

SGLI - Servicemen's Group Life Insurance

SNOK - Secondary Next of Kin

SSA - Social Security Administration

SSN - Social Security Number

VA - US Department of Veterans Affairs

VEAP - Veterans Educational Assistance Program

VHA - Variable Housing Allowance

Section B--Air Force Benefits and Entitlements

A21.5. Death Gratuity.

A21.5.1. The death gratuity is a lump sum paid to eligible beneficiaries of a member who dies on active duty, active duty for training, or inactive duty for training. It helps the survivors meet immediate financial needs during their readjustment.

A21.5.2. The Air Force pays the death gratuity to these persons only, and in this order:

- The member's lawful spouse.
- The member's children (equal shares). State laws guide payments to minor children.
- The member's parents or siblings or any combination the member designated.

A21.6. Unpaid Pay and Allowances.

A21.6.1. This is a lump sum the Air Force pays to the beneficiary the member names.

A21.6.2. It includes all pay and allowances due the member but unpaid at the time of death, including up to 60 days of accrued leave. (minus any days the member "sold back" to the Air Force during his or her career).

A21.7. Survivor Benefit Plan (SBP).

A21.7.1. This is a monthly payment made to the spouse (or, in some cases, the children) of a member who dies on active duty and is eligible for retirement (20 or more years of active service).

A21.7.2. Other Federal survivor benefits might reduce the amount of the SBP payment. The Defense Finance and Accounting Service - Denver Center will give you detailed information.

A21.8. Dependent Travel and Shipment of Household Goods.

A21.8.1. The Air Force pays dependents moving expenses, including shipment of household goods and one privately owned vehicle.

A21.8.2. This entitlement ends 1 year after the death unless the Director, Joint Personal Property Shipping Office (JPPSO) approves an extension (8961 Tesoro Dr, Ste 300, San Antonio TX 78286).

A21.8.3. You must request the extension before the 1 year time limitation.

A21.8.1. Storage. The Air Force pays for temporary storage of household goods for 90 days in conjunction with an authorized move. If the NOK cannot remove the household goods within 90 days, the Air Force may authorize an additional 90 days. Contact the transportation office to request an additional 90 days.

A21.8.2. Nontemporary Storage. The Air Force authorizes nontemporary storage for a period not to exceed 1 year from the date of death.

A21.8.3. Claims for Loss or Destruction of Personal Property. If there is loss, damage, or destruction of personal property, the next of kin may be entitled to a monetary payment. Contact the legal claims officer at the nearest military installation for assistance in filing claims. You must file a claim within 2 years of discovering the loss or damage.

A21.9. Space Available Travel. Regulations permit space-available travel by dependents only when accompanied by their sponsor. Dependents lose their entitlement to space-available travel when their sponsor dies.

A21.10. Burial Benefits. The installation Mortuary Services Officer helps survivors make funeral arrangements.

A21.11. Uniformed Services Identification and Privilege Card (ID Card).

A21.11.1. The CAR uses the ID card in determining survivors' eligibility for the privileges described in paragraphs A21.11.1 through A21.11.3.

A21.11.2. Each card shows the privileges authorized for the holder and allows them the use of these privileges at Uniformed Services installations where adequate services and facilities are available.

A21.11.3. ID cards issued while the sponsor was alive are not valid. The holder must apply for a new card that shows he or she is a dependent of a deceased service member.

A21.11.1. Medical Benefits.

- Eligible dependents may receive inpatient and outpatient care, including pharmacy services, at Uniformed Services medical facilities.
- Dental care is available at Uniformed Services facilities subject to available space, facilities, and staff.
- The Civilian Health and Medical Program of the Uniformed Services is a program in which the government shares the costs of civilian hospitals, doctors, and pharmacists with eligible dependents.
- This benefit stops when a person reaches age 65 and enrolls in the Social Security Medicare Program.
- Contact the installation hospital registrar's office if you have specific questions on this program.

A21.11.2. Commissary.

A21.11.3. Base Exchange (BX). The base exchange offers various services and facilities, depending on the base's population and what's available from the local civilian sector, such as theaters, barber shops, service stations, clothing stores, dry cleaning, optical shops, package stores, and other sales stores (Main BX).

A21.12. Transient Quarters.

- Dependents may occupy transient quarters on a space-available basis when approved by the installation commander.
- Contact the billeting office to determine the commander's policy and to request accommodations.
- Dependents must have current ID cards (Uniformed Services Identification and Privilege Card).

A21.13. Legal Assistance.

- Dependents may need or wish to obtain legal advice. The legal officer can give only preliminary advice on probate and settlement of estates, court appearances, preparation of inheritance tax returns, civil employment, and business matters.
- Since these matters are outside the scope of the legal assistance program, it may be necessary to obtain the services of civilian counsel.
- The legal officer can refer the dependents through the local bar association.

A21.14. Government Housing.

- Dependents occupying Government housing on the date the member dies may continue to occupy such housing without charge for a period of 90 days.
- If dependents are not occupying government housing, they may receive a Basic Allowance for Quarters and a Variable Housing Allowance, or an overseas housing allowance for 90 days after the member's death.
- Payment of this benefit depends on the outcome of a Line of Duty Determination.

A21.15. Lapel Button for Next of Kin.

- The Air Force issues this button to the PNOK of members who lost their lives while serving on extended active duty or while assigned to an Air Force Reserve or Air National Guard unit in a drill status.
- Issuance is retroactive to 29 Mar 1973.
- Contact the casualty assistance representative for issue.

A21.16. Gold Star Lapel Button for Next of Kin.

- The Air Force issues this button to the NOK of members who lost their lives while engaged in an action against an enemy of the United States or while serving with a friendly foreign force engaged in an armed conflict in which the United States is not a belligerent party.
- Contact the casualty assistance representative for issue.

A21.17. Financial Assistance.

- The Air Force Aid Society may offer financial assistance to a dependent faced with a financial emergency.
- The assistance is temporary and based on immediate needs.
- Ask the casualty assistance representative for details.

Section C--Social Security Benefits**A21.18. Monthly Payment.**

A21.18.1. The Social Security Administration makes monthly payments to:

- A spouse or divorced spouse age 60 or older.
- A disabled spouse or disabled divorced spouse age 50 or older.
- Children under age 18 or 19 who are full-time students at a primary or secondary school.
- Children age 18 or older who were disabled before age 18.
- A spouse or divorced spouse, regardless of age, who has children of the deceased under age 16 in his or her care, as long as the spouse meets Social Security income requirements.

A21.18.2. A divorced spouse must have been married to the service member for at least 10 years.

A21.18.3. Dependent parents may also be eligible for benefits at the age of 62 if they were more than 50 percent dependent on the deceased for their financial support.

A21.18.4. Only the Social Security Administration may determine the amounts it will pay.

A21.19. Lump Sum Payment.

- The Social Security Administration pays a lump sum payment to a widow or widower who was living with the member at the time of death.
- If there is no surviving spouse, it pays the lump sum to the eldest child eligible for monthly Social Security benefits during the month the member died.
- The payment amount depends on the deceased member's earnings.
- No other survivors are entitled to this benefit.

Section D--US Department of Veterans' Affairs (VA) Benefits

A21.20. Dependency and Indemnity Compensation (DIC).

- The VA pays DIC to these relatives of service members who the VA determines died from service-related injury or illness:
 - Widows or widowers.
 - Unmarried children under age 18.
 - Certain helpless children over 18.
 - Children between 18 and 23 attending a VA-approved school.
 - Certain parents..
- The VA does not pay DIC if it determines that the member's own misconduct contributed to the death.
- Dependents may file an appeal of a denied claim with the Board of Veterans Appeals within 1 year from the date of denial.

A21.20.1. Education Benefits. Dependents Educational Assistance provides educational opportunities for these relatives of a service member who dies from service-connected injury or illness:

- Children between the ages of 18 and 26.
- The member's spouse.
- Children under 18, under certain conditions.
 - Eligible persons may receive up to 45 months of schooling (or the equivalent if enrolled part time).
 - Schooling must be in VA-approved schools and colleges.
 - In addition to the Dependents Educational Assistance program, various programs are available to help dependent children reach their education goals.

A21.20.2. VA Home Loan.

- An unremarried spouse of a service member who died from service-related injury or illness may be eligible for a government-insured home loan.
- To determine eligibility, apply to the nearest VA office.

A21.21. Nonservice-connected Death Pension.

- This monthly payment applies to eligible widows or widowers and children of wartime or Vietnam-era service members who died from causes not related to military service.
- The member's surviving spouse and unmarried children under age 18 (age 23 if attending a VA- approved school) are eligible if they meet certain income limitations.
- Qualified children who become permanently disabled (mentally or physically) before reaching age 18 can receive a pension for as long as the condition exists or until they marry.
- The amount of the pension depends on the beneficiary's other income sources.
- The VA determines eligibility.

A21.22. Headstone or Grave Marker.

- The US government provides headstones or grave markers for the grave sites of those interred in national cemeteries.
- You don't have to apply.
- They are also available for veterans buried in private cemeteries. The NOK must pay the cost of placing the marker in a private cemetery.

A21.23. Servicemen's Group Life Insurance (SGLI).

- The service member determines the amount of SGLI coverage. (Some members decline SGLI coverage.)
- The Office of Servicemen's Group Life Insurance processes and pays claims under the jurisdiction of the VA.

A21.24. Veterans Educational Assistance Program (VEAP) and Montgomery GI Bill Refunds.

- If the service member contributed to either of these programs, the designated SGLI beneficiary may receive any unused contributions.
- The nearest VA office can help you apply for a refund of contributions.

Section E--Miscellaneous Benefits

A21.25. Commercial Life Insurance. Contact the insurance company for settlement guidance.

A21.26. Air Force Village Foundation.

- The Air Force built Air Force Villages I and II, in San Antonio, TX, to provide permanent homes for retired Air Force officers, warrant officers, and their spouses, widows, and certain authorized dependents.
- Widows and widowers of active duty Air Force officers and their minor dependent children may live at the Village for one year immediately after an active duty member's death.
- The widow or widower must be age 62 or over to become a permanent resident.
- You can get additional information from the Air Force Village Foundation, 5100 John D. Ryan Blvd, San Antonio TX 78245. Ask your casualty assistance representative for the phone number.

A21.27. Air Force Enlisted Men's Widows and Dependents Home Foundation.

- Widowed spouses over age 55 of Air Force enlisted members are eligible for residency.
- For information, write to the Air Force Enlisted Men's Widows and Dependents Home Foundation, 571 Mooney Rd, Ft Walton Beach FL 32547, or ask your casualty assistance representative for the phone number.

A21.28. Civil Service Job Preference.

- A widow or widower may be eligible to receive a ten point veterans service preference for Federal service employment if the deceased member served in wartime or in a peacetime campaign or expedition for which the member received a campaign badge or service medal.
- You can get information about this point preference and available Federal employment from a Federal Civil Service Personnel Office.

A21.29. Credit Unions, Banks, and Charge Accounts. Contact all financial institutions concerning transfer of accounts to the survivor's name. Also ask about any insurance associated with the accounts.

A21.30. State Benefits.

- Many states have laws that provide certain rights, benefits, and privileges to the spouse and children of deceased service members, including bonuses, educational assistance, employment preference, and tax exemptions.
- Seek further information from local government officials, your local VA office, and county veterans organizations such as the American Legion, Veterans of Foreign Wars, or Disabled American Veterans.

A21.31. Income Tax Benefits. Contact your local Internal Revenue Service office to determine if death benefits are taxable and death-related expenses are deductible.

Section F--Educational Assistance**A21.32. Scholarship Information.**

- Many states, universities, and other groups sponsor scholarship programs for the children of deceased service members (particularly those with wartime service).
- Contact your high school guidance counselor and local library for further information.

A21.33. The Air Force Aid Society (AFAS) Guaranteed Student and Parent Loan Programs.

- The AFAS offers educational loan programs to Air Force personnel and their children, spouses, and widows or widowers to help them finance post-secondary education.

- AFAS-affiliated banks make the loans under the Department of Education's Guaranteed Student Loan Program or Guaranteed Parent Loan Program.
- Contact the Air Force Aid Society at the nearest Air Force installation for further information and applications for these loan programs:
- The General Henry H. Arnold Student Loan Program assists sons and daughters of active duty and retired members of the Air Force, Air National Guard, and Air Force Reserves (categories A and B). Applicants must be US citizens enrolled full-time in a school or college qualified by the US Office of Education.
- The General George S. Brown Senior Student Loan Program assists active and retired Air Force, Air National Guard, and Air Force Reserve (categories A and B) members and their spouses and widows or widowers enrolled at least half time in post-secondary vocational, undergraduate, or graduate work.
- The Guaranteed Parent Loan Program helps Air Force members finance undergraduate education for their dependent children. Eligibility is the same as for the General George S. Brown Senior Student Loan Program.

BENEFITS FOR DEPENDENTS AND SURVIVORS OF RETIRED AIR FORCE CASUALTIES

Section A--General Information

A22.1. Introduction.

- This attachment provides general information on benefits for the next of kin (NOK) of deceased Air Force retirees.
- If you have questions, ask the Casualty Assistance Representative (CAR). If the CAR can't answer your questions, he or she will try to obtain the answer.
- The Air Force will give the NOK further assistance (besides what this attachment addresses), if possible.
- Government agencies outside the Air Force administer most of the benefits discussed in this attachment and determine NOK eligibility and the amounts paid.
- If you have questions concerning specific benefits, contact the agency concerned.
- If the agency doesn't adequately answer your questions, contact the CAR for assistance.

A22.2. Overview.

Casualty assistance to the NOK includes counseling regarding rights, help in filling out applications for monetary benefits and privileges, and resolving any irregularities or complaints.

A22.3. Terms Explained.

A22.3.1. **Next of Kin (NOK).** The person most closely related to the casualty is the primary next of kin (PNOK). Any other relative is a secondary next of kin (SNOK). Example: A spouse is PNOK, and children and parents are SNOK; the parents of a single member with no children are PNOK.

A22.3.2. **Defense Finance and Accounting Service - Denver Center (DFAS-DE).** DFAS-DE administers all Air Force pay accounts.

A22.3.3. **Designated Beneficiary.** An individual entitled to certain benefits, either by law or the member's written declaration.

A22.3.4. **US Department of Veteran Affairs (VA).** Administers all VA programs and survivors annuities.

A22.3.5. **Unmarried Widow or Widower.** A spouse who remarried after the sponsor died but whose marriage ended by death, divorce, or annulment.

A22.3.6. **Unremarried Widow or Widower.** A spouse who never remarried or never legally remarried (as in an ab initio annulment).

A22.4. Abbreviations.

AFAS - Air Force Aid Society

AOP - Arrears of Pay

BAQ - Basic Allowance for Quarters

CAR - Casualty Assistance Representative

CHAMPUS - Civilian Health and Medical Program for the Uniformed Services

LOD - Line of Duty Determination

NOK - Next of Kin

OSGLI - Office of Servicemen's Group Life Insurance

PNOK - Primary Next of Kin

RSFPP - Retired Serviceman's Family Protection Plan

SBP - B Survivor Benefit Plan

SGLI - Servicemen's Group Life Insurance

SNOK - Secondary Next of Kin

SSA - Social Security Administration

SSN - Social Security Number

VA - US Department of Veterans Affairs

VEAP - Veterans Educational Assistance Program

VHA - Variable Housing Allowance

DFAS-DE - Defense Finance and Accounting Service - Denver Center

Section B - Air Force Benefits and Entitlements**A22.5. Death Gratuity.**

A22.5.1. The death gratuity is a lump sum payment made to eligible beneficiaries of a retiree who dies within 120 days after retiring.

A22.5.2. The VA makes this payment only if it determines that the death was caused by an illness or injury incurred while the retiree was on active duty (see section D - Dependency and Indemnity Compensation).

A22.6. Unpaid Pay and Allowances.

- A retiree's retirement pay stops on the first day of the month in which the retiree dies.
- Unpaid pay and allowances is a lump sum the Air Force pays the beneficiary the retiree names.
- It includes all pay due the retiree but unpaid at the time of death. Normally, this amounts to the retirement pay from the first day of the month of death through the date of death.
- Return checks for retirement pay received after the retiree's death to the Defense Finance and Accounting Service - Cleveland Center for reissuing to the beneficiary.

A22.7. Survivor Benefit Plan (SBP).

- This program allows personnel who retired on or after 21 September 1972 (or before if they enrolled in the program during an open season) to receive reduced retired pay in order to provide an annuity for beneficiaries after the death of the retiree. The retiree designates the beneficiaries.
- Participation in the program is voluntary.
- Contact the Defense Finance and Accounting Service - Denver Center for detailed information.

A22.8. Retired Serviceman's Family Protection Plan (RSFPP).

- This program allows personnel who retired before 21 September 1972 to receive reduced retired pay in order to provide an annuity for certain beneficiaries after the death of the retiree.
- Participation in this program is voluntary.
- Contact the Defense Finance and Accounting Service - Denver Center for detailed information.

A22.9. Dependent Travel and Shipment of Household Goods.

The Air Force pays dependents' moving expenses only if:

- The retiree did not previously relocate the household at Government expense.
- The retiree dies within 1 year of retiring.
- The Air Force granted the retiree an extension because of hospitalization, medical treatment, or education and training.

A22.10. Space-available Travel. Regulations permit space-available travel by dependents only when accompanied by their sponsor. Dependents lose their entitlement to space-available travel when the retiree dies.

A22.11. Burial Benefits.

- Active Air Force installations may provide military honors consistent with available personnel and resources if the next of kin request it.
- The Air Force will pay to transport the body of a retiree who died while properly admitted to a Uniformed Services medical facility located in the United States. Transportation is from the place of death to the place of last permanent residence.
- Contact the installation Mortuary Services Officer for specific information on burial rights and military honors for retirees.

A22.12. Uniformed Services Identification and Privilege Card (ID Card).

- The CAR uses the ID card in determining survivors' eligibility for the privileges described in paragraphs A22.12.1 through A22.12.3.
- Each card shows the privileges the holder may holder to use at Uniformed Services installations that have adequate facilities.
- The Air Force will cancel the retiree's ID card and issue a new card to the dependents.

A22.12.1. Medical Benefits.

- Eligible dependents may receive inpatient and outpatient care, including pharmacy services, at Uniformed Services medical facilities.

- Dental care is available at Uniformed Services facilities subject to available space, facilities, and staff.
- The Civilian Health and Medical Program of the Uniformed Services is a program in which the Government shares the costs civilian hospitals, doctors, and pharmacists with eligible dependents.
- This benefit stops when a person reaches age 65 and enrolls in the Social Security Medicare Program.
- Contact the installation hospital registrars office if you have specific questions on this program.

A22.12.2. Commissary.

A22.12.3. Base Exchange (BX). The base exchange offers various services and facilities, depending on the base's population and what's available from the local civilian sector, such as theaters, barber shops, service stations, clothing stores, dry cleaning, optical shops, package stores, and other sales stores (Main BX).

A22.11. Transient Quarters.

- Dependents of deceased retirees may occupy transient quarters on a space-available basis when approved by the installation commander.
- Contact the billeting office to determine the installation commander's policy and to request accommodations.
- Dependents must have current ID cards (Uniformed Services Identification and Privilege Card).

A2A3. Legal Assistance.

- The installation Staff Judge Advocates office offers consultation and advice on personal civil legal matters to retirees' dependents on a space-available basis.
- The legal officer can refer the dependents to civilian counsel through the local bar association if necessary.

Section C--Social Security Benefits

A22.15. Monthly Payment.

- The Social Security Administration makes monthly payments to:
 - A spouse or divorced spouse age 60 or older.
 - A disabled spouse or disabled divorced spouse age 50 or older.
 - Children under age 18 or 19 who are full-time students at a primary or secondary school.
 - Children age 18 or older who were disabled before age 18.
 - A spouse or divorced spouse, regardless of age, who has children of the deceased under age 16 in his or her care, as long as the spouse meets Social Security income requirements.
- Dependent parents may also be eligible for benefits at the age of 62 if they were more than 50 percent dependent on the deceased for their financial support.
- Only the Social Security Administration may determine the amounts it will pay.
- The retiree must have paid into Social Security for a specified period of time.

A22.16. Lump Sum Payment.

- The Social Security Administration pays a lump sum to a widow or widower who was living with the retiree at the time of death.
- If there is no surviving spouse, it pays the lump sum to the eldest child eligible for monthly Social Security benefits during the month the retiree died.
- The payment amount depends on the deceased retiree's earnings.
- No other survivors are entitled to this benefit.

Section D--US Department of Veterans Affairs (VA) Benefits

A22.17. Dependency and Indemnity Compensation (DIC). The VA pays DIC to these relatives of retirees who the VA determines died from service-related injury or illness:

- Widows or widowers.
- Unmarried children under age 18.
- Certain helpless children over 18.
- Children between 18 and 23 attending a VA-approved school.
- Certain parents.

NOTE: Dependents may file an appeal of a denied claim with the Board of Veterans' Appeals within 1 year from the date of denial.

A22.17.1. Education Benefits. Dependents Educational Assistance provides educational opportunities for these relatives of a retiree who dies from service-related injury or illness:

- Children between the ages of 18 and 26.
- The member's spouse.
- Children under 18, under certain conditions.
 - Eligible persons may receive up to 45 months of schooling (or the equivalent if enrolled part time).
 - Schooling must be in VA-approved schools and colleges.
 - In addition to the Dependents Educational Assistance program, various programs are available to help dependent children reach their education goals.

A22.17.2. VA Home Loan.

- An unremarried spouse of a retiree who died from a service-related injury or illness may be eligible for a Government-insured home loan.
- To determine eligibility, apply to the nearest VA office.

A22.18. Nonservice-connected Death Pension.

- This monthly payment applies to eligible widows or widowers and children of wartime or Vietnam-era service members who died from causes not related to military service.
- The member's surviving spouse and unmarried children under age 18 (age 23 if attending a VA-approved school) are eligible if they meet certain income limitations.
- Qualified children who become permanently disabled (mentally or physically) before reaching age 18 can receive a pension for as long as the condition exists or until they marry.
- The amount of the pension depends on the beneficiary's other income sources.
- The VA determines eligibility.

A22.19. Headstone or Grave Marker.

- The US Government provides headstones or grave markers for the grave sites of those interred in national cemeteries.
- You don't have to apply.
- They are also available for veterans buried in private cemeteries. The NOK must pay the cost of placing the marker in a private cemetery.

A22.20. Burial Benefits.

- The US Government pays burial benefits only if the retiree was entitled to receive VA compensation or a VA pension or he or she died in a VA hospital.
- If the VA determines that the death was service-related, the next of kin will receive an additional allowance.
- Funeral homes normally have application forms for this benefit, if not, contact your nearest VA representative.

A22.21. Servicemen's Group Life Insurance (SGLI).

- Retirees are covered for 120 days following retirement, with no charge to the retiree.
- Retirees rated totally disabled on their date of retirement can retain free SGLI coverage for up to 1 year after retirement or until the disability ceases to be total in degree.

A22.22. Veterans Group Life Insurance (VGLI).

- VGLI is a 5-year, renewable, term policy administered by the Office of Servicemen's Group Life Insurance under the jurisdiction of the VA.
- Retirees can convert their SGLI coverage to VGLI coverage during the first 120 days following retirement (1 year following retirement for totally disabled retirees).

A22.23. National Service Life Insurance (NSLI). Except for disability policies, no service member has enrolled in NSLI since 1951. If the retiree was covered, the CAR or your local VA office will help you submit a claim.

Section E--Miscellaneous Benefits

A22.24. Commercial Life Insurance. Contact the insurance company for settlement guidance.

A22.25. Air Force Village Foundation.

- The Air Force built Air Force Villages I and II in San Antonio, Texas, to provide permanent homes for retired Air Force officers, warrant officers, and their spouses, widows, and certain authorized dependents.
- Survivors must be age 62 or over to become a permanent resident.
- You can get additional information from the Air Force Village Foundation, 5100 John D. Ryan Blvd, San Antonio TX 78245. Ask your casualty assistance representative for the phone number.

A22.26. Air Force Enlisted Men's Widows and Dependents Home Foundation.

- Widowed spouses over age 55 of Air Force enlisted members are eligible for residency.
- For information write to the Air Force Enlisted Men's Widows and Dependents Home Foundation, 571 Mooney Rd, Ft Walton Beach FL 32547, or ask your casualty assistance representative for the phone number.

A22.27. Civil Service Job Preference.

- Widow or widower may be eligible to receive a ten-point veterans' service preference for Federal service employment if the deceased member served in wartime or in a peacetime campaign or expedition for which the retiree received a campaign badge or service medal.
- You can get information about this point preference and available Federal employment from a Federal Civil Service Personnel Office.

A22.28. Credit Unions, Banks and Charge Accounts. Contact all financial institutions concerning transfer of accounts to the survivor's name. Also ask about any insurance associated with the accounts.

A22.29. State Benefits.

- Many states have laws that provide certain rights, benefits, and privileges to the spouse and children of deceased service members, including bonuses, educational assistance, employment preference, and tax exemptions.
- Seek further information from local government officials, your local VA office, and county veterans' organizations such as the American Legion, Veterans of Foreign Wars, or Disabled American Veterans.

A22.30. Income Tax Benefits. You may wish to contact your local Internal Revenue Service office to determine if death benefits are taxable and death-related expenses are deductible.

Section F--Educational Assistance**A22.31. Scholarship Information.**

- Many states, universities, and other groups sponsor scholarship programs for the children of deceased service members (particularly those with wartime service).
- Contact your high school guidance counselor and local library for further information.

A22.32. The Air Force Aid Society (AFAS) Guaranteed Student and Parent Loan Programs.

- The AFAS offers educational loan programs to Air Force personnel and their children, spouses, and widows or widowers to help them finance post-secondary education.
- AFAS-affiliated banks make the loans under the Department of Education's Guaranteed Student Loan Program or Guaranteed Parent Loan Program.
- Contact the Air Force Aid Society at the nearest Air Force installation for further information and applications for these loan programs:
- The General Henry H. Arnold Student Loan Program assists sons and daughters of active duty and retired members of the Air Force, Air National Guard, and Air Force Reserves (categories A and B). Applicants must be US citizens enrolled full-time in a school or college qualified by the US Office of Education.
- The General George S. Brown Senior Student Loan Program assists active and retired Air Force, Air National Guard, and Air Force Reserve (categories A and B) members and their spouses and widows or widowers enrolled at least half time in post-secondary vocational, undergraduate, or graduate work.
- The Guaranteed Parent Loan Program helps Air Force members finance undergraduate education for their dependent children. Eligibility is the same as for the General George S. Brown Senior Student Loan Program.

PREPARING AF FORM 58, CASUALTY ASSISTANCE SUMMARY (TRANSMITTAL)

A23.1. General.

A23.1.1. The casualty assistance representative must ensure that:

- AF Form 58 entries are accurate.
- The form includes an explanation for any denied benefits.

A23.1.2. If there's not enough space for a sufficient explanation in items 1 through 10, cross-reference the entry to item 12.

A23.1.3. Use item 12 to explain items that are difficult to resolve.

A23.1.4. Ensure that item 11 includes each contact you made with the NOK and that you complete it clearly.

A23.1.5. When the NOK transfer a case, the gaining base must ensure that the losing base provides sufficient information to accurately complete the form.

A23.1.6. The instructions in this attachment are not comprehensive. Use your judgment to determine the appropriate remarks.

A23.1.7. Use bond paper for continuations of remarks. Place the member's name, grade, and SSN at the top of the paper.

A23.1.8. Type the AF Form 58

A23.2. Item-by-Item Instructions for Active Air Force, ANG, and USAFR Casualties (Missing or Deceased) and Retirees Who Die Within 120 Days Of Retiring.

A23.2.1. Items 1 through 3. This information must agree with the information on the final DD Form 1300.

Item 4. Self- explanatory. Does not apply to missing persons.

Item 5. Self- explanatory.

Item 6. Self- explanatory. Include date of retirement, if applicable.

Item 7. Must agree with the confirmed manner and cause of death on the final DD Form 1300. Include the statement "Per DD Form 1300." Does not apply to missing persons.

Item 8A. Be sure to show the person's relationship and SSN.

Item 8B. Enter the address of the NOK when you close the case.

Item 8C.

- List only those children who were unmarried and under 18 years of age at the time the Air Force declared the member deceased or missing.
- If you don't list children listed on DD Form 1300 in this item because of their marital status or age, make a note of it in item 12.
- Be sure you include their SSNs and dates of birth.

Item 9. Self- explanatory. Does not apply to missing persons or retirees.

Items 9A through 9C. Self-explanatory.

Items 10A through 10U do not apply to missing persons. Follow these instructions carefully.

- You must state the reason whenever you use the term "Ineligible."
- If you are assisting more than one person, include the name of the person applying for and receiving each benefit.

Item 10A. For retirees who die within 120 days of retiring, enter applicable dates if the beneficiaries are eligible or state why they aren't eligible. For example, "Ineligible - Death not service-related."

Item 10B. If the member was ineligible, state the reason. For example, "Ineligible--Indebted to USAF."

Item 10C. If VA denies the DIC claim, state the reason. For example, "Denied--Death not service-related."

- Indicate if the NOK do not want to apply. **EXAMPLE:** "Counseled--(date)/Not desired."
- If you are assisting parents, do not use "Ineligible--Relationship" (their relationship makes them eligible) or "Ineligible--Not dependent" (parents don't have to be dependent on the member to be eligible for DIC). VA bases parents' eligibility on their income. **NOTE:** Under received, enter the date NOK receives either their first check or an award letter.
- If the VA denies a pension, state the reason. For example, "Denied--Income exceeds VA limit."
- If beneficiaries receive DIC they become ineligible for the VA Pension. State "Ineligible--DIC Awarded."

Item 10D.

- If the person you assisted is ineligible for Social Security monthly payments, indicate the reason. For example, "Ineligible--Widow under age 60" or "Ineligible--Insufficient coverage."
- If you are assisting the member's spouse and children and the spouse is ineligible but the children are eligible, show the applied for and received dates.
- If assisting the parents, they must be at least 62 years old and they must have been dependent on the member for more than 50 percent of their support. If they're ineligible, state the reason. **EXAMPLE:** "Ineligible--Not dependent." Don't use "Ineligible--Relationship," because their relationship does not make them ineligible.

Item 10E. - If the deceased had less than 20 years active service, enter "Active duty--Less than 20 years."

Item 10F.

SGLI: If the deceased had no Government life insurance in effect, indicate why in item 12.

NSLI: If the deceased did not have NSLI coverage, enter "None."

VGLI: Enter "None."

Item 10G. Enter applied-for and received dates. If you are assisting someone who was not a dependent of the deceased, enter "Ineligible--Not dependent."

Items 10H and I.

- For all married and single-parent members, enter applied-for and received dates.
- If the NOK don't want the benefit, enter "Counseled-- (date)/Not desired."
- If the NOK don't use the entitlement before you close the case file, enter "Counseled--(date)."
- For all unmarried personnel with no dependents residing with them, enter "N/A."
- For retirees who used their entitlement, enter "Entitlement used in conjunction with retirement."

Item 10J.- If the NOK don't use the entitlement before you close the case file, enter "Counseled--(date)." If they don't want it, enter "Counseled-- (date)/Not desired."

Item 10K. Enter the date the Air Force presented the posthumous decoration. If none, state "None."

Item 10L. This item pertains only to members who entered active duty on or after 1 January 1977 and participated in an educational program. For all others enter "N/A."

Item 10M. Enter date counseled.

Item 10N. Enter date counseled. Counsel the NOK on all relative benefits, including Social Security lump sum payments, VA burial benefits, and headstone allowances.

Items 10O through 10U. Enter date counseled.

Item 11. Enter all contacts with NOK, contacts with applicable agencies, and any other contacts pertinent to the case.

Item 12. Enter continuation remarks from any other items.

- Also use this block to record received dates for 90-day BAQ and VHA or overseas housing allowances (deceased only).
- Give the reason for any denied benefits.
- State if the NOK are ineligible, such as military married to military.
- If NOK are ineligible, such as nondependent parents, don't complete this item.

Items 13 and 14. Self-explanatory.

A23.3. - Item-By-Item Instructions for Retiree Deaths Occurring More Than 120 Days After Retirement. (The AF Form 58 need not be typed, but must be legible.)

Items 1 through 4. This information must agree with the information in the case file. If it differs, explain in item 12.

Item 5. Self-explanatory.

Item 6. Self-explanatory. Include date of retirement.

Item 7. Must agree with civilian death certificate. Include the statement, "Per civilian death certificate."

Item 8A. Be sure to include the beneficiary's relationship and SSN.

Item 8B. Enter the address of the NOK when you close the case.

Item 8C. List only those children who were under 18 years of age at the time of death. Include their SSNs and dates of birth.

Item 9. N/A.

Item 10. Follow these instructions carefully.

- You must state the reason whenever you use the term "Ineligible."
- If you are assisting more than one person, include the name of the person applying for and receiving each benefit.

Item 10A. Enter "Ineligible--Retired over 120 days."

Item 10B. If the member was ineligible, state the reason. For example, "Ineligible-- Indebted to USAF."

Item 10C. If NOK is ineligible for VA monthly benefits, give reason. "Excessive income" is not an acceptable reason for parents unless the VA makes that determination. Indicate if NOK do not want to apply. **EXAMPLE:** "Counseled--11 April 1989/Not desired."

Item 10D. If NOK is ineligible to receive monthly benefits, give reason. For example, "Ineligible--widow under age 60," "Ineligible--Insufficient coverage," or "Ineligible-- Not dependent."

Item 10E. If the member did not elect either Survivor Benefit Plan or Retired Servicemen's Family Protection Plan, enter "No election made."

Item 10F -

SGLI: Enter "None."

NSLI: Enter applicable dates or "None."

VGLI: Enter applicable dates or "None."

Item 10G.

If the NOK are eligible but don't want it, enter "Counseled--(date)/Not desired."

If NOK are ineligible, provide the reason. For example, "Ineligible--Not dependent."

Items 10H and 10I.

- For retirees who died within 1 year of retiring and did not use the entitlement, enter applied-for and received dates.
- If the NOK don't want the benefit, enter "Counseled--(date)/Not desired."
- If the NOK haven't used the entitlement before you close the case file, enter "Counseled--(date)."
- For retirees who died within 1 year of retiring and used their entitlement, enter "Entitlement used in conjunction with retirement."
- For all other retirees, enter "Retired over one year."

Item 10J. For all retirees who died within one year of retiring, enter applicable dates or "Counseled--(date)."

- If the NOK don't want the benefit, enter "Counseled--(date)/Not desired."
- For all other retired members, enter "Retired over 1 year."

Item 10K. Enter "N/A."

Items 10L through 10U. Enter the specific date counseled, or "N/A" if ineligible.

Item 10N. Counsel the NOK on all relevant benefits, including Social Security lump sum payments, Veterans Administration burial benefits, and headstone allowances.

Items 11 through 14. Self-explanatory.

SAMPLE BENEFIT ADVICE LETTER TO PARENTS

(Appropriate Letterhead)

Unit Mailing Address

(date)

Mr. and Mrs. Jack Smith
1234 Main Street
Austin, Texas 78002

Dear Mr. and Mrs. Smith

I was very sorry to learn of the death of your son, Lieutenant Colonel Joe P. Smith.

My office helps the next of kin of Air Force personnel apply for Government benefits they may be entitled to as the result of a member's death. We have been helping your daughter-in-law, Mrs. Jane M. Smith, apply for the benefits and privileges due her.

In certain circumstances, parents are also eligible for benefits from the Social Security Administration and Veterans Administration (VA). For you to be eligible for Social Security benefits (based on your son's earnings), you must be at least 62 years of age and you must have been dependent on him for over one-half of your support at the time of his death. If you believe you may be eligible, you should contact the nearest Social Security office. Your son's Social Security account number is 123-45-6789.

Regardless of dependency, if your combined annual income is less than _____ (excluding any income you are receiving from the VA) you may be eligible for VA Dependency and Indemnity Compensation. This depends on the VA determining that Colonel Smith's death was service-related. (The VA is currently deciding that issue on behalf of his widow.) If you believe you may be eligible, you should contact the nearest VA office. Your son's VA claim number is XYZ, 123-45-6789, and his file is located in the VA Regional Office, _____.

If you have questions, or if I may be of assistance to you, please do not hesitate to call my office at 123-4567.

Sincerely

FREDERICK P. SCHWARTZ, SMSgt, USAF
Casualty Assistance Representative

SAMPLE BENEFIT ADVICE LETTER TO ONE PARENT**(Appropriate Letterhead)**

Unit Mailing Address

(date)

Mr. Jack Smith
1234 Main Street
Austin, Texas 78002

Dear Mr. Smith

I was very sorry to learn of the death of your son, Lieutenant Colonel Joe P. Smith.

My office helps the next of kin of Air Force personnel apply for Government benefits they may be entitled to as the result of a member's death. We have been helping your daughter-in-law, Mrs. Jane M. Smith, apply for the benefits and privileges due her.

In certain circumstances, parents are also eligible for benefits from the Social Security Administration and Veterans Administration (VA). For you to be eligible for Social Security benefits (based on your son's earnings), you must be at least 62 years of age and you must have been dependent on him for over one-half of your support at the time of his death. If you believe you may be eligible, you should contact the nearest Social Security office. Your son's Social Security account number is 123-45-6789.

Regardless of dependency, if your annual income is less than _____, or if you are married and living with your spouse and have a combined annual income of less than _____ (excluding any income you are receiving from the VA), you may be eligible for VA Dependency and Indemnity Compensation. This depends on the VA determining that Colonel Smith's death was service-related. (The VA is currently deciding that issue on behalf of his widow.) If you believe you may be eligible, you should contact the nearest VA office. Your son's VA claim number is XYZ, 123-45-6789, and his file is located in the VA Regional Office.

If you have any questions, or if I may be of assistance to you, please do not hesitate to call my office at 123-4567.

Sincerely

FREDERICK P. SCHWARTZ, SMSgt, USAF
Casualty Assistance Representative

**SAMPLE LETTER TO THE NEXT OF KIN OF A DECEASED RETIREE WHEN ASSISTANCE IS
ACCOMPLISHED BY MAIL
(Appropriate Letterhead)**

Unit Mailing Address

(date)

Mrs. Jane M. Smith
1235 Main Street
Austin, Texas 78002

Dear Mrs. Smith

Please accept my deepest condolences on the death of your husband, Master Sergeant Joe P. Smith.

My office helps the next of kin of Air Force personnel apply for benefits they may be entitled to as a result of a member's death. Sergeant Smith's Air Force retired pay stopped as of the date of his death; however, there are _____ days pay due for the month in which he died. For your convenience, I have attached SF 1174, Claim for Unpaid Compensation of Deceased Member of the Uniformed Service. If you will complete this form, have your signature witnessed by two persons, and return the form to me with a copy of Sergeant Smith's death certificate, I will see that the Defense Finance and Accounting Service--Denver Center receives your claim. We will keep you advised of the status of your claim.

Prior to his death, Sergeant Smith elected an annuity for you under the Survivor Benefit Plan. Effective the day after his death, you are eligible to receive 55 percent of the base amount that he elected for you, if you under age 62. If you are 62 or older your annuity will be either 35 percent of the base amount your spouse elected or offset by the amount of Social Security entitlement earned while on your spouse was on active duty. Please complete the attached DD Form 1884, Application for Annuity Under the Retired Serviceman's Family Protection Plan (RSFPP) and/or Survivor Benefit Plan (SBP), and return this form to me.

One of the items you will need is a new DD Form 1173, Uniformed Services Identification and Privilege Card. Please complete the attached DD Form 1172, Application for Uniformed Services Identification Card DEERS Enrollment, date and sign the back (in items 61 and 62), and return the form to me with a copy of your marriage certificate and Sergeant Smith's retirement order. If you have minor children, please include copies of their birth certificates. If there are other eligible dependents, please call this office and we will advise you of the documents required to issue them new DD Forms 1173.

Also enclosed for your information is a copy of a checklist entitled "Benefits for Survivors of Deceased Retired Air Force Personnel." This checklist and the other information included contain basic criteria and list agencies available to assist you in submitting various claims. I strongly recommend that you also contact the Social Security Administration and Veterans Administration for information on other possible benefits.

If you have questions or need help completing the attached forms, do not hesitate to call. Our telephone number is (000) 123-4567 and our office hours are from 8 a.m. to 5 p.m., Monday through Friday.

Sincerely

FREDERICK P. SCHWARTZ, SMSgt, USAF
Casualty Assistance Representative

Attachments:

1. Benefit Advice Checklist
2. SF Form 1174
3. DD Form 1884
4. DD Form 1172
5. VA Pamphlet 80-91-1

NOTE: Include only those paragraphs and attachments that apply to the individual. Tailor this letter in any way necessary.

SAMPLE CONDOLENCE LETTER FROM AN INSTALLATION COMMANDER**(Appropriate Letterhead)**

Unit Mailing Address

(date)

Mrs. John A. Smith
111 Pine Street
San Antonio, Texas 78232

Dear Mrs. Smith

The personnel of the 12th Flying Training Wing have asked that I convey their most sincere condolences on the death of your husband, Staff Sergeant John A. Smith.

Since joining this organization, John earned a place in all our hearts. In his diligent and able performance of his duties, he upheld the highest traditions and standards of the Air Force.

I wish your family well in this time of readjustment. I am sure that our ideals of democracy will achieve greater heights because of the service rendered to our country by men such as John.

Sincerely,

WILLIAM A. BROWN,
Brigadier General, USAF
Commander

SAMPLE CONDOLENCE LETTER FROM A MAJOR COMMAND

(Appropriate Letterhead)

Unit Mailing Address

(date)

Mrs. John A. Smith
111 Pine Street
San Antonio, Texas 78232

Dear Mrs. Smith

Members of this command join me in expressing to you and your family our deepest condolences on the tragic loss of your husband, Staff Sergeant John A. Smith.

You may be proud of the selfless devotion to duty that characterized John's service to our country. He was an exceptionally fine airman and all of his friends and associates held him in the highest regard.

We consider you a member of the Air Force family, and if we can be of assistance, please let us know.

Sincerely,

WILLIAM A. SMITH, General, USAF
Commander

SAMPLE CIRCUMSTANCE LETTER--DEATH IN MILITARY AIRCRAFT ACCIDENT**(Appropriate Letterhead)**

Unit Mailing Address

(date)

Mr. and Mrs. Eric T. Jones
111 14th Avenue, West
San Antonio, Texas 78232

Dear Mr. and Mrs. Jones

The tragic loss of your daughter, Sergeant Lori A. Jones, on 11 May 1992, saddened all members of this organization. Please accept my deepest condolence.

At the time of the accident, Lori was performing her duties as flight engineer on a C-130 aircraft. The aircraft was scheduled to fly a navigational training mission, taking off from Hill Air Force Base, Utah, with a scheduled landing at the same base four hours later. Shortly after takeoff, the aircraft departed controlled flight and crashed in the Wasatch mountains, east of the base.

Your daughter was a fine Air Force crew member who was well liked by everyone here in the Wing. As I know you are aware, her achievements were many. Her love of flying led to the establishment of many friendships and associations. We all feel a personal loss in her untimely death.

If I can be of further assistance to you, please contact me.

Sincerely,

WILLIAM A. BROWN
Brigadier General, USAF
Commander

SAMPLE CIRCUMSTANCE LETTER - DUSTWUN TO MISSING

(Appropriate Letterhead)

Unit Mailing Address

(date)

Mrs. Susan A. Hanes
2436 Sunrise Boulevard
San Antonio, Texas 78232

Dear Mrs. Hanes

It is with deep regret that I write to inform you that the status of your husband has been changed from Whereabouts Unknown to Missing. As I have explained, Whereabouts Unknown is a transitory duty status which provides a commander with additional time to decide on the most accurate status for a member. Since no additional information surfaced during our extensive search for John's aircraft, and I remain unsure of his true status, I have declared him Missing.

The Air Force continued the search efforts I have previously described to you until yesterday, when we concluded that no evidence remained, within the range of John's aircraft, that search aircraft or naval vessels could detect. We searched an area of approximately 80,000 square miles, with concentrated efforts in the area that would most likely have contained wreckage. Both the US Air Force and the US Navy dedicated many aircraft to the search. Some commercial airlines and numerous Civil Air Patrol aircraft also participated in the search. Electronic surveillance of the search area will continue for the next two weeks. Please be assured that if I receive any new information concerning your husband's status, I will notify you immediately.

I am compiling a detailed report containing all known information concerning the incident. This report should be complete within five days, at which time I will forward it to the Air Force Missing Persons Division. That office will provide you with additional information and will keep you informed of all future developments concerning John's status.

If you wish to correspond with the Missing Persons Division, you may write to HQ AFMPC/DPMCB, 550 C St W, Ste 15, Randolph AFB TX 78150-4717, or call 1-800-292-5642.

On behalf of John's many friends in the 345th Tactical Fighter Wing, please accept my deepest condolence during this time of anxiety. If I can be of personal assistance, please contact me at any time.

Sincerely,

DANIEL J. HUGHES
Brigadier General, USAF
Commander

SAMPLE CIRCUMSTANCE LETTER - NATURAL DEATH**(Appropriate Letterhead)**

Unit Mailing Address

(date)

Mr. and Mrs. Henry A. Jones
111 14th Avenue, West
San Antonio, Texas 78267

Dear Mr. and Mrs. Jones

The tragic loss of your son, First Lieutenant Henry A. Jones, Jr., on 9 May 1992 saddened all of the members of this organization. Please accept my deepest condolence.

Henry had walked to the bus stop with Stacey and Nicole to see them off to school. After they were on their way, Henry began jogging and had run for about two blocks when he collapsed. He went into convulsions and was given cardiopulmonary resuscitation by a passing motorist while an ambulance was being summoned. Henry was transported to the Good Samaritan Hospital in Tampa, Florida, where he was pronounced dead on arrival from an apparent heart attack.

You should be very proud of your son. He was a fine young man who was certainly well liked by everyone. Henry's achievements were many. His dedication to duty led to the establishment of many friendships and associations. We all feel a great personal loss in his untimely death.

If I can be of assistance at any time, please contact me at once.

Sincerely,

WILLIAM A. BROWN
Brigadier General, USAF
Commander

SAMPLE CIRCUMSTANCE LETTER - AUTO ACCIDENT

(Appropriate Letterhead)

Unit Mailing Address

(date)

Mr. and Mrs. Henry A. Jones
111 14th Avenue, West
San Antonio, Texas 78267

Dear Mr. and Mrs. Jones

The tragic loss of your son, Sergeant Henry A. Jones, Jr., on 1 April 1992 saddened all the members of this organization. Please accept my deepest condolence. I want to explain the circumstances that led to Henry's death as we understand them.

Henry and his date were returning to Colorado Springs early Tuesday morning in Henry's car. On the expressway, just outside the city limits, his car left the southbound lane, went over the curb, and struck a bridge abutment. All available evidence indicates that both Henry and his date died instantly.

You should be very proud of your son. He was a fine young man who was certainly well liked by everyone here. Henry's achievements were many. His love of flying and skiing led him to develop many friendships and associations. We all feel a great personal loss in his untimely death.

Again, please accept my condolence, and if I can be of assistance at any time, please contact me.

Sincerely,

WILLIAM A. BROWN
Brigadier General, USAF
Commander

SAMPLE CIRCUMSTANCE LETTER - COMBAT DEATH**(Appropriate Letterhead)**

Unit Mailing Address

(date)

Mrs. John A. Smith
111 Pine Street
San Antonio, Texas 78232

Dear Mrs. Smith

Please accept my heartfelt condolence on the death of your husband, Major John A. Smith. John was highly respected by the members of the 111th Tactical Fighter Wing, both for his exceptional leadership abilities and his skill as a pilot.

John departed Riyadh Air Base at 9:00 a.m. on the morning of 30 March to conduct a visual reconnaissance mission in a heavily defended, hostile area. After completing a series of reconnaissance runs and accomplishing an in-flight refueling, he returned to the target area to continue his mission. During the flight, the aircraft encountered enemy gunfire, and the navigator reported that he heard two loud explosions. John was unable to communicate with the navigator, despite continued attempts. The navigator flew the aircraft to a safe area and elected to eject both himself and John rather than to attempt a landing. The ejection was successful; however, John had already suffered fatal injuries. It was determined that he died instantly as a result of enemy ground fire.

His gallantry on this mission was typical of the outstanding devotion he has demonstrated throughout the past eight months. I am proud to have been associated with John, and I join with the rest of the wing personnel in expressing our deepest condolence at his loss. Be assured that I stand ready to help you in any way I can during this time of sorrow.

Sincerely,

WILLIAM A. BROWN
Brigadier General, USAF
Commander

SAMPLE COVER LETTER FOR CIRCUMSTANCE LETTER TO A MINOR CHILD

(Appropriate Letterhead)

Unit Mailing Address

(date)

Mrs. Mary L. Young
124 East 2nd Street
Universal City, Texas 78148

Dear Mrs Young

The attached letter to Heather explains the circumstances surrounding her father's death. Please present it to her when you feel it is appropriate.

Sincerely,

WILLIAM A. BROWN
Brigadier General, USAF
Commander

Attachment:
Circumstance Letter

NOTE: An excepted rule of thumb for identifying a minor child for a circumstance letter is that the child's age is under 14. This determination rests with the commander who signs the letter. If you need guidance, contact HQ AFMPC/DPMCAA.

DOCUMENTATION DISTRIBUTION

A35.1. Primary assistance CARs located in the CONUS, Hawaii, or Alaska obtain documentation and make these distributions:

A35.1.1. Mail one copy of each document to the VSO at the VA Regional Office processing the claim. **NOTE:** Address the documentation to the VSO by name, if known, and stamp the package with "DO NOT OPEN IN THE MAIL ROOM."

A35.1.2. Send the original and one copy of each document to HQ AFMPC/DPMCAA.

A35.1.3. For ANG deaths only, send one copy of each document to ANGCR/DPAR, 3500 Fetchet Ave, Andrews AFB MD 20331-5157.

A35.1.4. Put one copy of each document in the casualty case file.

A35.2. Primary assistance CARs located overseas (except Hawaii and Alaska) obtain documentation and make these distributions:

A35.2.1. Mail one copy of each document to the VSO at the VA Regional Office at 941 N Capital St, N.E., Washington DC 20421. **NOTE:** Address the documentation to the VSO by name, if known, and stamp the package with "DO NOT OPEN IN THE MAIL ROOM."

A35.2.2. Send the original and one copy of each document to HQ AFMPC/DPMCAA.

A35.2.3. For ANG deaths only, send one copy of each document to ANGCR/DPAR, 3500 Fetchet Ave, Andrews AFB MD 20331-5157.

A35.2.4. Put one copy of each document in the casualty case file.

A35.3. The assisting CAR obtaining documentation for a PNOK residing in the CONUS, Hawaii, or Alaska makes this distribution:

A35.3.1. Send two copies of each document to the primary assistance CAR. Mail one copy of each document to the VSO, VA Regional Office processing the claim. **NOTE:** Documentation mailed to the VA will be addressed to the VSO by name, if known, and stamped, DO NOT OPEN IN THE MAIL ROOM.

A35.3.1.2. Put one copy of each document in the casualty case file.

A35.3.2. Send the original and one copy of each document to HQ AFMPC/DPMCAA.

A35.3.3. For ANG deaths only, send one copy of each document to ANGCR/DPAR, 3500 Fetchet Ave, Andrews AFB MD 20331-5157.

A35.4. The Assisting CAR obtaining documentation for a PNOK residing in an overseas area (except Hawaii and Alaska) makes this distribution:

A35.4.1. Send one copy of each document to the primary assistance CAR (for the casualty case file).

A35.4.2. Mail one copy of each document to the VSO at the VA Regional Office at 941 N Capital St, N.E. Washington DC 20421. **NOTE:** Address documentation to the VSO by name, if known, and stamp the package with "DO NOT OPEN IN THE MAIL ROOM."

A35.4.3. Send the original and one copy of each document to HQ AFMPC/DPMCAA.

A35.4.4. For ANG deaths only, send one copy of each document to ANGCR/DPAR, 3500 Fetchet Ave, Andrews AFB MD 20331-5157.

FORMAT FOR ANG/USAFR DEATH REPORT**A36.1. General.**

A36.1.1. Prepare the message in easily readable tabular form, with each item lettered and beginning on a new line at the left margin.

A36.1.2. All reports must contain items A, B, and C.

A36.1.3. Label unknown or unconfirmed items as "unknown" or "unconfirmed" and confirm them in a supplemental report when the date is available.

A36.1.4. Never report a person's death as unconfirmed.

A36.1.5. Reference the initial Death report on all supplemental reports.

A36.2. Action Addressees. See table 6.1.

A36.3. Subject Line of Message Report. Enter CASUALTY REPORT: INITIAL DEATH REPORT (HAF-SV(AR)9471) or SUPPLEMENTAL DEATH REPORT (HAF-SV(AR)9472).

A36.4 Item-by-Item Instructions.**Item A -- Name of Casualty.**

- Enter the last name.
- Repeat the last name.
- Enter the first name, middle name, and suffix, if any.
- **EXAMPLE:** Johnson, repeat Johnson, Clayton Emerson Jr.

Item B -- Grade.

- Enter the member's military grade.
- If the Air Force plans to posthumously promote the member, state "YES" and include the special order number, date, and issuing headquarters. **EXAMPLE:** Staff Sergeant, Yes, Special Order G-12, 12 March 1992, HQ ARPC.

Item C -- Social Security Number (SSN). Enter the member's SSN and repeat. **EXAMPLE:** 123-45-6789, repeat 123-45-6789.

Item D -- Organization, MAJCOM, and Installation. List the complete name of the member's unit and installation of assignment, including Army, Air Force, or Fleet Post Office (APO or FPO).

- Do not abbreviate.
- For nonparticipating members or retired reserve members, state "HQ ARPC". **EXAMPLE:** 911 TAG, AFRES, Greater Pittsburgh IAP PA 15231-5000.

Item E -- Place of Death. Enter:

- The specific place of death (city and state or country).
- The name and title of the person who officially pronounced the member dead.

EXAMPLES:

- Pronounced dead on arrival at St. John's Hospital, Cleveland OH, by Dr Luis Garcia.
- Pronounced dead at the scene, 2 miles south of Roth TX on FM278 by medical examiner, Dr John Smith.

Item F -- Date and Time of Death.

- Enter the local date and approximate time.
- If the member was discovered dead and the date of death is questionable, indicate "Found" and the date and time the member was found.
- If member and the member's spouse both die in the same incident, report the confirmed time of death for each.

Item G -- Cause of Death.

- If there is no confirmed manner and cause of death, report the preliminary determination and label it "unconfirmed."
- Confirm the cause of death in a supplemental report when known. Include the source of confirmation, such as a death certificate or autopsy report.

- For a natural death, report both the primary and underlying cause, using medical terms.
- For a death report on a member whose remains were not recovered, give the apparent cause. **EXAMPLE:** "Apparent drowning -- remains not recovered."

Item H -- Date, Time, and Source of Notification to Unit. Enter the local date and time and who notified the unit of the member's death.

Item I -- Name and Address of PNOK. State the name and address of the member's PNOK.

Item J -- Persons Notified or To Be Notified.

- State if the PNOK has been notified of the member's death.
- If not, state whether you need HQ AFMPC/DPMCAC to make a personal notification. **EXAMPLE:** "Request AFMPC make notification to the following persons: (Indicate name, relationship, address and any other pertinent information)."

Item K -- Casualty Assistance.

- State that "The reporting unit is (or is not) providing casualty assistance to (name and relationship)."
- If you're not providing casualty assistance, request that HQ ARPC assume assistance responsibility.

Item L -- Reporting Unit.

- List the complete name designation of your organization.
- List your name, grade, and telephone number.

SAMPLE MEMORANDUM FOR REQUESTING ANG MEMORIAL CERTIFICATES

(Appropriate Military Letterhead)

MEMORANDUM FOR NGB/DPMAR

FROM:

SUBJECT: ANG Memorial Certificate - ACTION MEMORANDUM

Request you prepare and forward three copies of the ANG Memorial Certificate them using this information:

- a. Name of deceased: Senior Master Sergeant Brigid Flannigan.
- b. Forward to: 122TFW, Ft Wayne MAP IN 46809-5000.
- c. Individual's duty status: (ADT, IADT, Nonduty, or Retired)

We have verified the deceased's ANG service. Unit and state of assignment were: 122 CSS, IN ANG.

JENNIFER L. PLUTT, SMSgt, USAF
Personal Affairs Representative

SAMPLE COMMANDER'S LETTER FOR PRESENTATION OF THE ANG MEMORIAL CERTIFICATE**(Appropriate Military Letterhead)**

Mrs John A. Smith
111 Any Street
Logansport, Indiana 46947

Dear Mrs Smith:

Please accept the attached Air National Guard Memorial Certificate as a tribute to your husband's devoted service to the Air National Guard of the United States and the defense of our country.

It is through the dedication of members of the Armed Forces and the many sacrifices made by their families that we continue to enjoy the freedom and way of life we all cherish and hold so dear.

You can be justifiably proud of your husband's faithful service and your support of it.

My very best wishes to you and your family.

Sincerely,
ROBERT J. BROWN, Lt Col, IN ANG
Commander

Attachment
ANG Memorial Certificate

PREPARING DD FORM 93, RECORD OF EMERGENCY DATA**A39.1. General.**

A39.1.1. Ignore the preprinted instructions on the reverse side of the paper copies.

- Type all entries.
- Use a 10 pitch, OCR-A font to complete Item 2a.
- If there is not enough space for a particular entry, enter an asterisk (*) and continue the information in Item 13.
- Before each entry in Item 13, put an asterisk and the number of the continued item. **EXAMPLE:** "*5/JOHN J./S/20 DEC 85/321 PECAN DRIVE SCHERTZ TX 78150-0321."
- If you run out of space in item 13, rearrange the carbons and continue the entry on the reverse side.
- To make corrections, strike over ("X out") the incorrect entry and enter the correction. **EXCEPTION:** Don't strike over items 1 and 2a.
- Don't use correction fluid, paper correction tape, or typewriter lift-off correction tape.

A39.2. Item-by-Item Instructions.**Item 1 -- Designator's name.**

- Enter the last name, first name, and middle name or names.
- If there is no middle name, enter "(NMN)."
- If there is only a middle initial, enter "(IO)."
- Include "JR," "SR," "III" and similar designations.
- Do not extend the name into the SSN block or make errors, strikeouts, or corrections.

Item 2a -- Designator's Social Security number (SSN).

- An optical character recognition device scans the SSN for updates; therefore, do not include any dashes, spaces, errors, strikeouts, or corrections. (Ignore the dashes preprinted on the form.)
- Enter the SSN as far left in the block as possible.
- Do not go below the block or touch any of the red lines around the block.
- Use a 10 pitch, OCR-A font.

Item 2b. Leave blank.**Item 3a. Leave blank.****Item 3b. Leave blank.****Item 4.**

- Enter the spouse's first name and middle initial.
- Enter the last name if it's different from the member's.
- Enter the spouse's address.
- If the member is not married, enter a specific marital status. For example, "SINGLE," "DIVORCED," or "WIDOWED" (see notes 1, 2, and 3).

Item 5.

- Enter children's first names and middle initials.,
- Enter their last names if different from the member's.
- Enter the relationship to service member, date of birth, and full address, of all children. Use these symbols:
 - "S" for son.
 - "D" for daughter.
 - "SS" for stepson.
 - "SD" for stepdaughter.
- Enter the information for adult children, illegitimate children (if acknowledged by member or judicially determined), adopted children, and stepchildren.
- Enter each child's address. Follow these guidelines:
- If the address is the same as the current spouse, enter "ADDRESS SAME AS ITEM 4." If not, enter the full address.

- If a minor child does not reside in the same household as the member, enter the full address, including the name of the person the child lives with and that person's relationship to the member. If no such relationship exists, state the relationship between the child and the person the child lives with (for example, mother, grandmother, and so on).
- If the member is a single parent and children reside in the same household as the member, state that children reside with the member and provide the full address.

EXAMPLES:

- "ERIC F/S/29JUN75/SAME AS ITEM 4."
- "TAMMY C/D/3JAN77/ RESIDES WITH MEMBER'S FORMER SPOUSE SALLY S. SMITH AT 123 MAIN ST, OKAY, OK 12345."
- "JOHN J/S/19APR83/RESIDES WITH NATURAL MOTHER SUSAN B. JONES AT 567 TEMPLE AVE, SWISS COLONY, AR 12456."
- "ALICE V. COTTON/SD/SAME AS ITEM 4."
- "BILLY J/S/12DEC84/RESIDES WITH MEMBER AT 12 OCTAGON RD, ANYWHERE AFB, OK 56789."

Item 6. Enter the first name, middle initial, last name, and address of the member's natural father. If deceased, enter "DECEASED," followed by stepfather's name and address, if applicable (see notes 1, 2, and 3).

Item 7. Enter the first name, middle initial, last name, and address of the member's natural mother. If deceased, enter "DECEASED," followed by stepmother's name and address, if applicable (see notes 1, 2, and 3).

Item 8a. -- Persons Not To Be Notified Due to Ill Health. List the relationship to the service member of persons listed on the record of emergency data who are not to be notified of a casualty due to ill health. For example, "MOTHER."

- If the record of emergency data lists more than one child, specify which child the Air Force should not notify. For example, "DAUGHTER SUSAN."
- If not applicable, enter "NONE."

Item 8b. Alternate Persons to Notify.

- Enter the name of persons to notify instead.
- List their relationship to the service member. For example, "FATHER." If they're not related, list their first names, middle initials, last name, relationship to service member, and address.
- Don't indicate an individual who lives in the same residence as the one the service member doesn't want notified.

Item 9. Persons to Receive the Death Gratuity Payment.

- Enter the first name, middle initial, last name, relationship to service member, and address of the person or persons to receive the death gratuity payment if there is no surviving spouse or child.
- The member may designate only parents (including stepparents or others acting in loco parentis) and siblings (including half-blood and by adoption).
- Show siblings' dates of birth.
- If the member designates two or more beneficiaries, state the percentage to be paid to each. The sum must equal 100 percent.
- If the member designates only one person, enter the figure "100%" after the name and address.
- Title 10 U.S.C., section 1477, does not provide for the designation of an "alternate" beneficiary for the death gratuity. Enter "NONE" if the member does not wish to designate a beneficiary (in which case payment is made in the order of precedence established by law).
- The member should make specific designations, as it expedites payment by the local accounting and finance office.
- If the member makes no designation, refer the case to the Defense Finance and Accounting Service - Denver CO for settlement.

Item 10 -- Persons to Receive Unpaid Pay and Allowances.

- Enter the first name, middle initial, last name, relationship to the member, and address of the person or persons to receive the member's unpaid pay and allowances.
- The member may designate anyone.
- If the member designates two or more beneficiaries, state the percentage to be paid to each. The sum must equal 100 percent.

- If the member designates only one person, enter the figure "100%" after the name and address.
- Enter "NONE" if the designator does not wish to designate a beneficiary.
- Urge the member to designate a beneficiary for unpaid pay and allowance. Otherwise, payment is made in the order of precedence established by law.

Item 11. Leave blank. Since the Air Force does not use Item 11, the member does not sign INSTRUCTION TO SERVICE MEMBER on the bottom portions of the paper copies.

Item 12a. Leave blank.

Item 12b. Optional. Enter full name of all life insurance companies and the policy numbers.

Item 13. -- Continuation and Remarks. Use this space for remarks or continuations of other items.

Item 14. Service Member's Signature and Grade.

- Have the member verify all entries and sign all copies in blue or black ink.
- Sign first name, middle initial, last name, and grade.

Item 15 -- Witness Signature and Grade. Have a disinterested witness sign all copies in blue or black ink. Sign first name, middle initial, last name, and grade.

Item 16-- Date Signed by Service Member. Have the member date all copies in blue or black ink using this format: YYMMDD (for example, 930125).

NOTES:

1. Do not show addresses as "UNKNOWN."
 - If the member cannot provide a current address for anyone named on the form, enter the last known address and the year it was valid.
 - Advise the member that if he or she knows a person who knows the current address in question, he or she must obtain it and complete a new DD Form 93.
 - If the member absolutely cannot obtain the address, enter "MEMBER UNABLE TO PROVIDE ADDRESS AT THIS TIME."
 - Provide directions to the residences of persons with post office box numbers or RT or RFD numbers.
 - If the member can't provide directions, enter "DIRECTIONS UNKNOWN."
 - You don't need to re-enter addresses that appear in previous items. Enter "SAME AS ITEM ____."
2. If the individual speaks or understands little or no English, enter his or her principal language. For example, "PRINCIPAL LANGUAGE: SPANISH." Do not repeat if already stated in a preceding item.
3. For military members, include grade, branch of service, and base of assignment. If retired military, enter "RETIRED" and grade and branch of service. For example, "RETIRED, LTC, USA." Do not repeat if you already stated this information in a preceding item.